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# 1 INTRODUCTION

## 1.1 Objective

The objective of this Standard and its associated Policy is to value and promote the contribution of all employees.

## 1.2 Scope

This Standard applies to all employees of Macquarie Generation, to provide a workplace environment that encourages all employees to realise their potential by:

- 1.2.1 Providing a working environment that offers equal opportunities for all employees.
- 1.2.2 Promoting the development and utilisation of a skilled, diverse workforce to meet the needs of the business, customers and employees.
- 1.2.3 Ensuring unrelated criteria do not interfere with an individual's employment opportunities or participation in the workplace.

## 1.3 Definitions

*Workforce Diversity* is inclusive of all individuals in Macquarie Generation's employ. Individuals should be able to contribute their unique talents and skills as influenced by their cultural, social, economic, historical backgrounds, preferences and abilities.

*Equal Employment Opportunity* provides an environment that encourages all individuals to realise their potential, taking into account the diversity of the workforce and ensuring that there are no impediments that may disadvantage or restrict an individual's employment opportunities and participation in the workplace.

*Discrimination* is treating someone unfairly or unequally simply because they belong to a particular group or category of people. It is unlawful to discriminate against someone, or harass them because of their sex, race, colour, nationality, ethnic background, marital status, physical or intellectual disability, pregnancy, sexual preference or age.

## **2 LEGAL PROVISIONS**

Macquarie Generation aims to comply with and meet its obligations relating to effective management of its employees. The following NSW legislation applies:

- (a) Anti-Discrimination Act 1977
- (b) Industrial Relations Act 1991
- (c) Occupational Health and Safety Act 1983
- (d) Disability Services Act 1993

## **3 RELATED STANDARDS**

Supporting Macquarie Generation Standards:

- HRP-001 - Recruitment, Selection and Appointment
- HRP-003 - Harassment Free Workplace
- IT-001 - Information Technology Security

## **4 PRINCIPLES**

- 4.1 Macquarie Generation's values encompass the recognition and development of the diverse abilities of people from different backgrounds and aims to achieve a workforce that is representative of the wider community in which it operates.
- 4.2 Macquarie Generation applies principles of equity in all aspects of employment including the selection, remuneration, development, conditions of service and promotion to its employees. Requirements which are not necessary for the performance of a particular job and which may have the effect of excluding members of a particular group are not considered as criteria for selection.
- 4.3 Macquarie Generation promotes a working environment:
  - That fosters fair and equitable treatment of people by ensuring that all employees have equal access to all appropriate benefits and conditions of employment.
  - That is free from discrimination, ensuring that opportunities to contribute are not limited by stereotyped views of competency related to race, sex, disability, marital status, sexual preference and pregnancy.

- That is free from harassment, including sexual, racial or other kinds of harassment directed towards an individual's physical, economic, social or other personal disposition.

## **5 ACCOUNTABILITY**

- 5.1 The Chief Executive is responsible for ensuring Macquarie Generation meets its legal obligations.
- 5.2 Executive, Managers and Team Leaders are responsible for promoting and maintaining a work environment free from discrimination or harassment and for reporting the achievement of employment equity strategies and other related matters.
- 5.3 The Human Resources Group is responsible for:
- Preparing an annual report of Macquarie Generation's equity and diversity achievements, detailing successful strategies and demographic changes.
  - Coordinating the development of an Equity and Diversity Management Plan.
  - Developing and implementing policies, procedures and practices that will assist in understanding employment practices that will promote and contribute to an equitable and diverse workplace.
  - Providing advice and assistance to Managers and Team Leaders to achieve effective employee management practice.

The Employee Development Manager within the Human Resources Group, currently held by Terryl Frazer, is the primary contact for matters related to employment equity and diversity.

- 5.4 All Macquarie Generation employees are responsible for contributing to a work environment free from discrimination or harassment.

Employees are encouraged to report, in confidence, any experiences which they have or which they observe that they consider contrary to this Standard or associated Policy. Such matters should be raised with the immediate Team Leader, a Manager or the Employee Development Manager.

## **6 ENDORSEMENT**

This Standard was endorsed by the Chief Executive on 20th December 2001.

Together with the Employment Equity and Diversity Policy, this Standard supersedes the former Equity and Diversity policy issued 19th February 1999.

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