



Office for Disability

## Inclusive and Flexible Workplaces

### Equal Employment Opportunity

An inclusive workplace is one that welcomes diversity and is free from all forms of discrimination. In equal employment opportunity (EEO) workplaces, all employees have equal access to opportunities.

The **Victorian Equal Opportunity Act 2010** (the Act) is effective from August 2011. The Act seeks to eliminate discrimination, sexual harassment and victimisation, and their causes. Some of the attributes protected under the Act are age, carer status, disability and impairment, sex, race and religious belief.

While relevant at all times in the workplace, EEO is particularly critical during employment processes such as selection, appointment, promotion, training and transfer.

EEO values can be found in:

- an organisation's EEO policy statement
- inclusive recruitment practices
- position descriptions and job advertisements that promote the organisation as an inclusive and flexible employer
- inclusive induction processes
- equal access to training and development
- performance management systems
- mentoring programs
- career development.

Visit the Victorian Equal Opportunity and Human Rights Commission (VEOHRC) website for more information on equal employment policies. Two guides that may be helpful are:

- Steps to preparing your EO policy  
[http://www.humanrightscommission.vic.gov.au/index.php?option=com\\_k2&view=item&id=1279:steps-to-preparing-your-equal-opportunity-policy&Itemid=815](http://www.humanrightscommission.vic.gov.au/index.php?option=com_k2&view=item&id=1279:steps-to-preparing-your-equal-opportunity-policy&Itemid=815)
- and
- An effective equal opportunity policy checklist  
[http://www.humanrightscommission.vic.gov.au/index.php?option=com\\_k2&view=item&layout=item&id=1280&Itemid=816](http://www.humanrightscommission.vic.gov.au/index.php?option=com_k2&view=item&layout=item&id=1280&Itemid=816)

## Flexible work practices

Employers must balance the need to build their business and properly manage and support their workforce. Developing a workplace culture that promotes a healthy work-life balance is a key factor in retaining skilled staff and boosting productivity.

There are numerous forms of flexible work practice. Some examples are:

- flexible working hours (start and finish times)
- flexibility with sick leave, carer's leave and other types of leave
- the way work is carried out and job rotation
- home-based work.

Flexible work practices can create a better environment for everyone and, in particular, assist staff with a disability who may:

- use regular short breaks to accommodate periodic medication or need rest periods
- attend medical appointments
- have fluctuating periods of health.

## Further information

JobAccess fact sheet: 'How to provide a flexible workplace'.

[http://jobaccess.gov.au/Employers/Supporting\\_and\\_retaining\\_staff/Flexibility\\_in\\_the\\_workplace/Pages/home.aspx](http://jobaccess.gov.au/Employers/Supporting_and_retaining_staff/Flexibility_in_the_workplace/Pages/home.aspx)

JobAccess, an initiative of the Australian Government, is an information and advice service and website. It offers help and workplace solutions for people with a disability and their employers.

**See also:** Office for Disability fact sheet: 'Inclusive Recruitment and Retention Practices'.

If you would like to receive this document in an accessible format, contact the Office for Disability:

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