

In addition to these, all Supervisors and Managers have more general responsibilities relating both to their supervisory/management area and to the University as a whole.

For example:

- Ensuring that consistent and transparent recruitment and selection processes are used,
- Providing adequate information and resources to all staff,
- Consulting all staff about decisions that affect them, and
- Providing all staff with equal opportunities to apply for promotion, training and other work arrangements.



If you believe that you have been harassed and/or discriminated against in relation to a matter within the Equal Opportunity legislation, you may wish to use the University's Grievance Handling Procedure.

For more information on this procedure, including a complete list of the Information and Grievance Officers available to assist, please visit the Equal Opportunity link at:

[www.hr.murdoch.edu.au](http://www.hr.murdoch.edu.au)

Alternatively, staff can contact the EEO Advisor in HR on 9360 2430.

Students with an Equal Opportunity enquiry should contact the Manager Equity Access and Diversity on 9360 6146.



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# murdochuniversity

## equal employment opportunity at murdoch university



Eliminating discrimination and harassment from the workplace and ensuring that all employees are treated fairly.

[www.murdoch.edu.au](http://www.murdoch.edu.au)



The principles of equality and fairness have been made legally binding at a national level through various Federal Acts and in Western Australia through the Western Australian Equal Opportunity Act 1984.

Locally these principles are part of the legislation that created the University (Murdoch University Act 1973, Section 7) and are embodied in both its Equal Opportunity and Affirmative Action Policies (1985).

Murdoch University is committed to maintaining a fair work environment for all employees and to providing an environment where they can develop to their full potential.

The University recognises that treating employees fairly does not necessarily mean treating them all the same. Allowances may need to be made and assistances given in order to ensure that members of certain groups are given the same opportunities as the wider population.

As well as creating a fairer work environment, equality in employment has the additional advantages of:

- Allowing employees to work more productively and creatively, without the distraction of harassment and/or discriminatory behaviour,
- Encouraging teamwork, higher moral and a more positive work environment,
- Helping to avoid potentially damaging court actions involving alleged harassment and/or discriminatory behaviour,
- Ensuring the right person gets the job, training and/or promotion,
- Increasing the pool of potential employees to select from, and
- Helping to build on the organisations reputation in the community.

In order to achieve these advantages it is important for all employees to recognise that they have the right to a workplace that demonstrates fair practices and behaviours and is free from unlawful discrimination & harassment.

Other important rights are:

- Competitive, merit-based selection processes,
- Appropriate training & development,
- Equal access to benefits and conditions,
- Fair allocation of workloads, and
- Fair processes to deal with work-related complaints and grievances.

In turn, it is the responsibility of all employees to:

- Work to the best of their ability,
- To recognise and respect the skills and talents of other staff members,
- To act to prevent harassment and discrimination against others in the workplace,
- To respect the cultural differences of colleagues and students, and
- To treat all other staff and students fairly.

