

## AFFIRMATIVE ACTION POLICY

CCGT is committed to the principle of Affirmative Action for women and acknowledges its responsibilities under the Workplace Gender Equality Act 2012.

In accordance with these responsibilities, CCGT will report to the Workplace Gender Equality Agency (WGEA) on an annual basis.

Affirmative Action is about companies taking proactive steps to ensure that women achieve equal employment opportunities in the workplace.

Employment decisions such as recruitment and promotion will be based on the principle of merit. The applicant's ability to do the job will be the determining factor in such decisions.

The Workplace Gender Equality Act 2012 requires employers to take a number of steps to achieve Affirmative Action for Women in the Workplace.

These include:

- The encouragement of consultation between employees and employers on Affirmative Action
- Promoting merit in employment
- Promoting Equal Employment and Opportunity & endeavouring to eliminate discrimination
- Conducting a statistical analysis of the workforce to establish the employment status of women in the organisation (annually)
- Reviewing Policies and Procedures in regard to Equal Employment Opportunity & Affirmative Action
- Monitoring and evaluating Affirmative Action Reports
- Reporting to WGEA on an annual basis

Responsibilities:

- It is the responsibility of Senior Management to ensure that all employees adhere to the Workplace Gender Equality Act 2012.
- It is the responsibility of Senior Management to implement CCGT's Affirmative Action Policy.
- It is the responsibility of the Recruitment Officer to induct all Australian Apprentices in relation to this Policy.
- It is the responsibility of Field Officers to consult with Apprentices and Trainees in relation to this Policy.
- It is the responsibility of Senior Management to facilitate consultation with employees and arrange training for all staff in regard to Affirmative Action.
- It is the responsibility of Senior Management to report to the Workplace Gender Equality Agency (WGEA) on the Company's Affirmative Action Program.

### Relevant Legislation:

- Workplace Gender Equality Act 2012
- Anti Discrimination Act 1977





## AFFIRMATIVE ACTION POLICY (CONT.)

- Human Rights & Equal Opportunity Commission Act 1986
- The Sex Discrimination Act 1984
- Apprenticeship & Traineeship Act 2001
- Fair Work Act 2009

Endorsed by the Board of Directors on ..... 11/04/2017 .....

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**CCGT Chairman**

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**CCGT Senior Manager**

