

## ACCESS & EQUITY POLICY

CCGT recognises the importance of providing quality facilities and services to assist people from all sections of the community to achieve their employment and training goals.

CCGT is committed to the principles of fair and equal access to all our services as well as in the recruitment and selection of staff, apprentices and trainees.

CCGT's services are open to any person no matter what their background, disability, age, race, religious beliefs, sexual orientation or any other characteristic protected by law.

CCGT's Board of Directors, Management and staff are committed to ensuring that these principles are adhered to by all those who utilise our services; apprentices, trainees, potential employees, career guidance clients, potential host employers, host employers, employers and Australian Apprenticeship Centre Clients.

CCGT will ensure that all complaints are dealt with fairly and promptly by Senior Management, and encourage all to discuss any problems that they may experience with a member of Management. This will ensure that we can limit the future occurrence of such instances.

CCGT strives at all times to meet the requirements of all relevant legislation relating to access, equity and harassment. This includes reflecting the principles of both the NSW Charter for Equity in Education and Training and NSW Charter for a Culturally Diverse Society in to our procedures and activities.

CCGT is committed to providing a supportive working environment for all employees to enable them to achieve equality and success.

Senior Management is supported by the Board of Directors in assuming responsibility for the development and implementation of the Company's policies and strategies and are always available to assist with questions and or respond to complaints.

Endorsed by the Board of Directors on ..... 18<sup>th</sup> May 2019 .....

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CCGT Chairman

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CCGT Senior Manager

