



## THE FRIENDS' SCHOOL

### STAFF EQUAL OPPORTUNITY RECRUITMENT POLICY

#### **Premise or Rationale**

Discrimination in the employment of staff, including recruitment and selection, is not only unlawful under state and federal law, it is contrary to the Quaker values of The Friends' School.

#### **Policy**

The Friends' School Equal Opportunity Recruitment policy commits the School to eliminating from its recruitment and selection structures and practices any source of direct or indirect discrimination on the grounds of:

- race, colour, national or ethnic origin or nationality;
- sex or gender identity, intersex, lawful sexual activity, marital status, sexual orientation, family responsibility, pregnancy or potential pregnancy, breastfeeding or status as a parent or a carer;
- religious or political belief or activity or industrial activity;
- age, physical features, disability (past, present or imputed) or medical record, irrelevant criminal record;
- a request for information about or expression of concern about employment entitlements;
- personal association with a person who is identified by reference to any of the above listed attributes.

The School is an equal opportunity employer and will employ staff based on the inherent requirements of positions.

There may be times when the School seeks an exemption from the Department of Justice in order to advertise for a particular gender of employee.

It is expected that all employees of The Friends' School support the Quaker ethos and values upon which the School is founded. The interview process will seek to discern applicants' commitment to these values as expressed in the Purpose and Concerns. Anyone involved in activities that are in opposition with Quaker values will not be considered for employment.

Applicants must be eligible to work in Australia and have police checks and Working with Children Registration which present no concerns in relation to Duty of Care.

Wherever possible both sexes will be represented on the selection panel. In the interview process factors, such as the following will be observed:



- Members agree on the questions asked of candidates to evaluate their suitability.
- Information about the position is offered in the same way to all applicants.
- The same opening questions are asked of all candidates.
- Information which could be used to discriminate is not requested.
- No assumptions are made about the working patterns or personal characteristics of individuals on the basis of their membership of a particular sex, race or other group.

### **Associated Guidelines and Procedures**

Guidelines on Bullying, Harassment and Discrimination – TFS-HRM-L2-017

