

EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY

Brigidine Asylum Seekers' Project (BASP)

Inspired by the gospel imperative: *"I was a stranger and you made me welcome."*

1. Purpose

BASP is committed to ensuring a safe, inclusive, and equitable environment where all people, Board members, staff, volunteers, contractors and participants, are treated with dignity and respect.

Consistent with BASP's mission of welcome, justice and compassion, this policy outlines our commitment to providing equal opportunity in all aspects of employment and engagement. Employment, recruitment, development, and participation decisions will be based on merit, capability, and organisational needs, never on irrelevant personal attributes.

BASP does not tolerate discrimination, harassment, or unjust treatment in any form.

2. Scope

This policy applies to:

- Board members
- Staff
- Volunteers
- Contractors, consultants
- Anyone representing BASP in any capacity

It covers all BASP activities, whether onsite, offsite, or online.

3. Policy Statement

BASP is an equal opportunity organisation. Every person engaged with BASP will have a fair and equitable chance to participate, contribute, and develop without discrimination.

All employment or engagement-related decisions, including recruitment, promotion, allocation of duties, professional development, and termination, must be made on the basis of merit, performance, and organisational requirements.

BASP does not condone discrimination or unfair treatment based on any protected attribute, including but not limited to:

- **Race, colour, ethnicity, nationality or cultural background**
- **Religion or belief**
- **Age**
- **Gender, gender identity or expression**
- **Sexual orientation**
- **Pregnancy, breastfeeding or family responsibilities**
- **Marital or domestic status**
- **Disability or health status**
- **Socio-economic status**
- **Migration or asylum seeker status**
- **Political belief or activity**
- **Industrial activity or union membership**
- **Criminal record (where irrelevant to the role)**

Decisions that impact a person's role, progression, or experience at BASP will not be influenced by irrelevant personal attributes.

All people have the right to participate in an environment free from discrimination, harassment, vilification, or victimisation.

4. Relevant Legislation & Guidance

This policy is informed by relevant Commonwealth and State legislation, including:

- Equal Opportunity Act 2010 (Vic)
- Sex Discrimination Act 1984 (Cth)
- Racial Discrimination Act 1975 (Cth)
- Disability Discrimination Act 1992 (Cth)
- Age Discrimination Act 2004 (Cth)
- Australian Human Rights Commission Act 1986 (Cth)

It should be read alongside:

- BASP Code of Conduct
 - BASP Workplace Bullying & Harassment Policy
 - BASP Child Safe Policies
 - BASP Safeguarding Requirements
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5. Definitions

5.1 Equal Employment Opportunity (EEO)

Creating an environment where all people have equal access to opportunities, free from discrimination or bias, and where decisions are based on merit and capability.

5.2 Discrimination

Unfair or unfavourable treatment of a person based on a protected attribute.

This includes:

- Direct discrimination (treating someone unfavourably because of an attribute)
- Indirect discrimination (policies or practices that disadvantage a group unless reasonable)

5.3 Vilification

Public acts that incite hatred, contempt, or severe ridicule towards a person or group because of a protected attribute.

5.4 Victimisation

Treating a person unfairly or disadvantaging them because they:

- Made an EEO-related complaint
- Helped someone else make a complaint
- Refused to participate in discriminatory conduct

6. Responsibilities

6.1 BASP Leadership (Board, Co-CEOs, Coordinators)

- Model equitable and respectful behaviour
- Promote a culture of fairness, dignity, and inclusion
- Ensure all recruitment and engagement processes are transparent and merit-based

- Respond sensitively and promptly to concerns raised
- Ensure training and awareness initiatives are provided

6.2 Staff and Volunteers

- Treat all people with respect and fairness
- Avoid discriminatory behaviour or biased decision-making
- Report any concerns or experiences of discrimination
- Participate honestly in any investigation or resolution processes

6.3 Contractors and Visitors

Are expected to uphold BASP's commitment to equal opportunity while engaging with the organisation.

7. Reporting Discrimination or Unfair Treatment

7.1 How to Report

Concerns may be raised with:

- A Co-CEO
- Board Chair

Reports can be made:

- In person
- In writing
- By phone or email

Anonymous reports will be accepted, acknowledging that anonymity may limit the scope of investigation.

7.2 What to Report

Provide as much detail as possible, including:

- What occurred
 - When and where it happened
 - Names of people involved
 - Any witnesses
 - Any past related incidents
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8. Responding to Reports

When a concern is raised, BASP will:

1. Acknowledge the report promptly
2. Ensure immediate safety and wellbeing of those involved
3. Assess the information and determine next steps
4. Conduct an impartial investigation as required
5. Maintain confidentiality to the greatest extent practicable
6. Communicate outcomes to relevant parties
7. Implement actions to resolve or address issues

Possible actions include:

- Mediation or facilitated discussion
- Adjustments to work practices
- Training or supervision

- Management directions
 - Disciplinary action
 - Ending a staff or volunteer relationship
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9. Protection from Victimisation

No person will be penalised, disadvantaged, or treated unfairly for:

- Making a complaint in good faith
- Supporting someone else to make a complaint
- Participating in an investigation

Retaliation will be treated as a serious breach of this policy.

10. Policy Breaches

A breach of this policy may lead to:

- Additional mentoring, supervision or training
 - Management directions
 - Formal warnings
 - Removal from duties
 - Termination of employment or volunteer engagement
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11. Review

This policy will be reviewed every three years, or earlier if:

I was a stranger and you made me welcome.

- Organisational needs change
- Legislation changes
- A significant incident requires policy revision

Date of Issue: 01/03/2026

Next Review: 01/03/2029