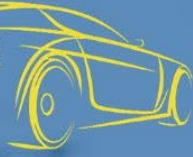


Apprenticeships  
Are Us



# AFFIRMATIVE ACTION POLICY



## **INTRODUCTION**

Affirmative Action encompasses the strategic adoption of proactive measures through systematic management programs. These measures aim to identify and rectify past discrimination against women, eliminate existing forms of discrimination, and proactively prevent any future occurrences of gender-based discrimination. This policy aligns with the *Workplace Gender Equality Act 2012 (Cth)* and the *Australian Charities and Not-for-profits Commission (ACNC) Governance Standards* to ensure compliance and promotion of gender equality.

## **PURPOSE**

This document serves the purpose of delineating Apprenticeships Are Us Limited's stance on Affirmative Action and documenting the established processes aimed at eradicating gender discrimination within the workplace. The overarching objective is to create an environment where all individuals, irrespective of their gender, enjoy equal and fair treatment.

This document outlines Apprenticeships Are Us Ltd.'s commitment to affirmative action and gender equality. In compliance with the *Workplace Gender Equality Act 2012*, this policy seeks to eliminate gender discrimination and promote equal opportunities for women. ARU strives to create a workplace where gender equality is embedded across all levels of employment.

## **POLICY**

Apprenticeships Are Us Limited is committed to regularly reviewing its policies and practices to ensure that they provide robust support for the career advancement of women. The organisation will actively engage with its employees, volunteers, and other stakeholders to address their needs. This will include a comprehensive analysis of employment demographics and workplace statistics, culminating in the formulation of actionable objectives to offer equitable opportunities for women.

In line with our commitment to fostering a diverse and inclusive workplace, all decisions made within Apprenticeships Are Us Limited will be based on merit. This policy extends to encompass all employees, volunteers, and contractors, reinforcing our dedication to eliminating gender discrimination at all levels.

ARU is committed to regularly reviewing its policies and practices to ensure they provide robust support for the career advancement of women in alignment with the *Workplace Gender Equality Act 2012* and the *National Standards for Group Training Organisations (GTOs)*. We will work to ensure that gender equality is upheld through active consultation with stakeholders and the creation of equal opportunities for all employees, volunteers, and contractors.

## **RESPONSIBILITIES**

The Managing Director is responsible for ensuring that ARU meets its obligations under the *Workplace Gender Equality Act 2012*. This includes overseeing the successful implementation of this policy, addressing inquiries and

complaints, and ensuring the submission of annual reports to the *Workplace Gender Equality Agency (WGEA)*. Additionally, the Managing Director is responsible for ensuring compliance with the ACNC Governance Standards related to diversity and inclusion.

The onus of ensuring the successful implementation of this policy rests with the Managing Director, who will undertake the following responsibilities:

- Oversee the full implementation of this policy.
- Act as the point of contact for inquiries, advice, or complaints related to this program.
- Continually develop and review the Affirmative Action program to ensure its effectiveness.
- If the organization falls under the purview of the Workplace Gender Equality Act 2012, ensure the completion and submission of the annual report to the Workplace Gender Equality Agency.

## **PROCESSES**

To guarantee that Apprenticeships Are Us Limited provides effective opportunities for women, the organization will undertake the following processes:

- Regularly develop and review policies and practices to promote gender equality.
- Conduct a comprehensive analysis of employment demographics and other pertinent workplace statistics.
- Actively consult employees and volunteers to ascertain their needs and concerns.
- Establish tangible goals and plans that facilitate the provision of equitable opportunities for women.
- Periodically review the organization's performance against these established goals and plans.

Should the Workplace Gender Equality Act 2012 mandate it, Apprenticeships Are Us Limited will duly submit an annual report to the Workplace Gender Equality Agency. This report will offer a comprehensive analysis of the processes undertaken to continually develop, enhance, and implement our Affirmative Action program.

Employees and volunteers who believe they are experiencing unfair treatment due to gender discrimination are encouraged to promptly notify their respective manager or the Managing Director, reinforcing our commitment to addressing such concerns in a swift and equitable manner.

## **COMPLAINT MECHANISM**

Employees and volunteers who believe they are experiencing unfair treatment due to gender discrimination are encouraged to notify their respective manager or the Managing Director. ARU is committed to addressing such concerns swiftly and equitably, in accordance with the *Fair Work Act 2009* and *Workplace Gender Equality Act 2012*.

## **RELATED DOCUMENTS**

- [Anti-Discrimination Policy](#)
- [Equal Employment Opportunity Policy](#)
- [Sexual Harassment Policy](#)

- *Workplace Gender Equality Act 2012 (Cth)*
- *Fair Work Act 2009 (Cth)*
- *Australian Charities and Not-for-profits Commission (ACNC) Governance Standards*
- *National Standards for Group Training Organisations."*

## **AUTHORISATION**

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Apprenticeships Are Us Limited

## **DOCUMENT CONTROL**

<b>Version</b>	<b>Authorised by</b>	<b>Authorisation Date</b>	<b>Sections</b>	<b>Amendment</b>
1.1	M. Wentworth	03/11/2022	All	N/A
1.2	M. Wentworth	07/11/2023	All	Cover page, information update
1.3	M. Wentworth	31/10/2024	All	Information update