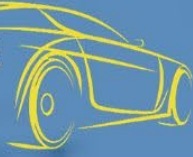


Apprenticeships  
Are Us



# 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.

## LEGISLATIVE FRAMEWORK

This policy is governed by the following legislation, standards, and regulatory requirements:

- **Workplace Gender Equality Act 2012 (Cth)**
- **Workplace Gender Equality Amendment (Closing the Gender Pay Gap) Act 2023 (Cth)**
- **Fair Work Act 2009 (Cth)**, including the Respect@Work amendments
- **Sex Discrimination Act 1984 (Cth)**
- **Anti-Discrimination Act 1977 (NSW)**
- **Australian Charities and Not-for-profits Commission Act 2012 (Cth)**
- **ACNC Governance Standards (Standards 1–5)**
- **National Standards for Group Training Organisations (2017)**
- **Fair Work Regulations 2009**

ARU commits to meeting or exceeding all legal obligations relating to workplace gender equality, discrimination prevention, and inclusive organisational governance.

## DEFINITIONS

### **“Affirmative Action”**

Proactive measures designed to eliminate gender discrimination and ensure fair and equal access to employment and development opportunities.

### **“Gender Equality”**

Equal rights, responsibilities, and opportunities for people of all genders, including equal outcomes in pay, participation, and leadership.

### **“Discrimination”**

Any practice that treats a person less favourably based on gender, pregnancy, potential pregnancy, family responsibilities, or related attributes under the Sex Discrimination Act 1984.

### **“Workplace Gender Equality Agency” (WGEA)**

The statutory authority responsible for enforcing the Workplace Gender Equality Act 2012.

### **“Gender Equality Indicators” (GEIs)**

The performance areas that all organisations covered by the Workplace Gender Equality Act are required to measure and report on.

### **“Positive Duty”**

The legal requirement under the Sex Discrimination Act for employers to take reasonable and proportionate measures to eliminate sex discrimination, sexual harassment, and victimisation.

## **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.

ARU will take proactive steps to identify structural or systemic barriers faced by women and gender-diverse employees, including:

- disparities in recruitment, promotion, and leadership pathways;

- gender pay equity gaps;
- unequal access to training, development, and mentoring;
- workplace flexibility barriers;
- gendered workplace risks, including sexism, harassment, and hostile behaviours.

ARU acknowledges the Positive Duty imposed on employers under the Sex Discrimination Act 1984 and commits to taking all reasonable and proportionate measures to eliminate:

- sex discrimination;
- sexual harassment;
- sexist or hostile work environments;
- victimisation;
- gender-based violence risks.

This duty applies across all levels of ARU, including the ARU Board, management, staff, 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.

## GENDER EQUALITY INDICATORS (GEIS)

In alignment with the Workplace Gender Equality Act 2012, ARU will measure, monitor and report on the following Gender Equality Indicators (GEIs):

1. Gender composition of the workforce.
2. Gender composition of governing bodies and leadership roles.
3. Equal remuneration between women and men.
4. Flexibility arrangements that support employees with family or caring responsibilities.
5. Sex-based harassment, discrimination, and workplace cultures.

## 6. Recruitment, promotion, and termination practices.

Where ARU is not legally required to report to WGEA, it will nevertheless monitor and evaluate these indicators as part of its commitment to best-practice governance and inclusion.

## 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.

ARU will implement the following ongoing processes:

- annual review of gender equality performance and progress;
- publication of relevant workplace gender equality metrics;
- monitoring gender pay equity and taking action to close any identified gaps;
- ensuring that job descriptions, recruitment materials and selection processes are gender-neutral and free from bias;
- ensuring flexible work arrangements are available equitably;
- providing gender-equitable access to leadership development programs;
- maintaining a confidential, trauma-informed mechanism for reporting gender discrimination, harassment, and related issues.

Managers must take immediate action to support employees raising concerns and notify the Managing Director of any potential systemic issues.

## 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*.

ARU is committed to providing a workplace free from gender discrimination, harassment, or inequity. Any employee or volunteer who believes they have experienced discrimination, or a breach of this policy may:

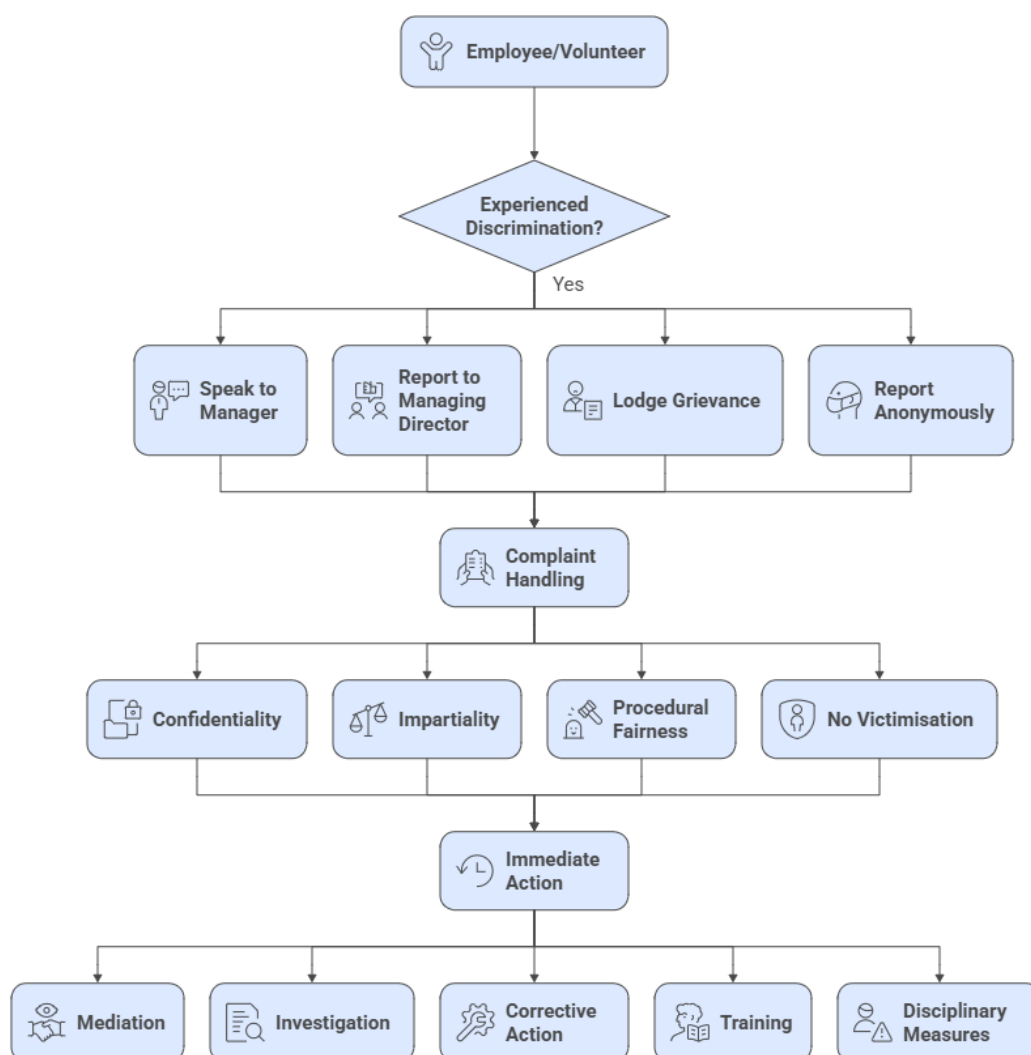
- speak to their manager;
- report directly to the Managing Director;
- lodge a complaint through ARU's Grievance Procedure;
- report anonymously through ARU's Whistleblower Policy (where appropriate).

All complaints will be handled:

- confidentially;
- impartially;
- in accordance with procedural fairness;
- without victimisation.

ARU will take immediate and appropriate action, which may include mediation, investigation, corrective action, training, or disciplinary measures.

### ARU's Complaint Handling Process



## 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

Michael Wentworth



**Managing Director**

Apprenticeships Are Us Limited

## DOCUMENT CONTROL

Version	Authorised by	Authorisation Date	Sections	Amendment
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
1.4	M. Wentworth	25/11/2025	All	Information update