

## **STATEMENT OF POLICY ON EQUAL OPPORTUNITIES AND ACCESS TO ASSESSMENT**

1. Chris McAllister Limited is committed to provide equal opportunities for its staff, Limited and clients. It is committed to the promotion of good practice in the field of equal opportunities and to the elimination of unlawful or unfair discrimination on the grounds of gender, race, age, disability, particular needs, domestic circumstances, sexual orientation, colour, ethnic and national origin and religion.
2. Chris McAllister Limited is also committed to providing access to fair, reliable and flexible assessment to all candidates and clients, based on the TDLB value system which emphasises the need to have regard to individual choices, the needs of client organisations, the values of others within the system, effective communication and equal opportunities.
3. The Director will ensure that staff, associates and clients are aware of our policy on Equal Opportunities and Access to Assessment and that they promote, apply and take advantage of good practice.
4. The Director will ensure that all staff and Limited apply our policy in relation to Equal Opportunities and Access to Assessment in all employment practices and contractual agreements and documentation.
5. The Director will regularly monitor the operation of our policy on Equal Opportunities and Access to Assessment and review it periodically.
6. Staff, associates and clients will be aware of our policy on Equal Opportunities and Access to Assessment and will promote and apply good practice in all routine transactions, course documentation and discourses. They will ensure that all these are free of statements and stereotypes which might reasonably be expected to give offence on the grounds of gender, race, age, disability, particular needs, domestic circumstances, sexual orientation, colour, ethnic and national origin and religion. In addition, our documentation will continually emphasise the opportunities for flexible provision of training and assessment.
7. The Director, associates and staff shall be aware of and promote the relevant legislation, statutory codes, recommendations and guidelines where appropriate.
8. The Director, associates and staff will promote good practice and the elimination of unlawful or unfair discrimination on the grounds of gender, race, age, disability, particular needs, domestic circumstances, sexual orientation, colour, ethnic and national origin and religion, educational and employment background and organisational culture.
9. The Director, associates and staff will accept personal responsibility for assisting under-represented groups to develop and for eliminating unfair discrimination. In addition the use of inappropriate role models and examples of so-called good practice will be discouraged.
10. Any staff member, associate or client who believes that he she has been unfairly treated in any sense associated with this policy, is entitled to raise the matter with the Director.