

4.07B

MERCY EDUCATION PROCEDURE 4.07B GENDER EQUITY IN MERCY EDUCATION WORKPLACES

Key Steps to Promote Gender Equity within the workplaces of Mercy Education Limited

- B01 Mercy Education is cognisant of gender equity issues in appointment of Directors to the Board of Mercy Education. While selecting potential candidates who bring the required expertise, the Board will also endeavour to maintain gender balance.
- B02 Mercy Education is cognisant of gender equity issues in employment of staff, including Principals, Deputy Principals and Business Managers of its schools. This includes:
- formulation of role descriptions which are non discriminatory and in gender neutral terms;
 - formulation of key selection criteria which are non discriminatory and in gender neutral terms;
 - advertising widely to attract a diverse range of candidates;
 - ensuring gender balance on the selection panel;
 - endeavouring where possible to shortlist candidates of both genders.
- At no time will selection of the appropriate candidate be based upon gender.
- B03 The Chief Executive, who is accountable to the Board of Mercy Education, is responsible for ensuring that members of the Mercy Education community are aware of, and comply with, its commitment to equity, diversity and inclusiveness. This responsibility is delegated to the principal within each college governed by Mercy Education.
- B04 While the Principals of colleges governed by Mercy Education are responsible for appointment of staff to their colleges, Mercy Education as employer will monitor gender equity in their processes and practices through scrutiny of advertising, appointment and appraisal processes and review of gender balance in senior leadership roles, teaching staff and non teaching staff.
- B05 Principals of colleges governed by Mercy Education and other staff who undertake recruitment and appraisal will be educated in the principles and practices of ensuring gender equity.

- B06 Mercy Education will ensure that consultation occurs in its workplaces and colleges governed by Mercy Education on issues related to gender equality.
- B07 Mercy Education workplaces and colleges governed by Mercy Education will provide flexible and family friendly work practices within the framework of the relevant industrial agreements and the provisions of the National Employment Standards under the Fair Work Act 2009. Requests for flexible working arrangements will be considered individually on merit by the principal of the college concerned (or by the Chief Executive in relation to Executive Office staff).
- B08 Mercy Education workplaces and colleges governed by Mercy Education must provide a safe environment where female staff and students can adequately and comfortably attend to their personal needs including menstruation, pregnancy, breast-feeding and menopause.
- B09 Mercy Education workplaces and colleges governed by Mercy Education will consider the unique cultural requirements of indigenous people and people from diverse cultures.
- B10 The Executive Office of Mercy Education oversees the collection and collation of data from colleges governed by Mercy Education for workplace gender equality reporting requirements, identifying and addressing any anomalies.