



**CORRUPTION
AND CRIME
COMMISSION**

ESSENTIAL INFORMATION FOR WA GOVERNMENT JOB CANDIDATES

- * EQUAL EMPLOYMENT*
- * ETHICAL PRACTICES*
- * OCCUPATIONAL SAFETY & HEALTH*



People who work for the Western Australian Government are not just doing a job – they are representing the Government. They are expected to behave fairly and correctly when carrying out their duties and in dealing with the public and fellow employees.

The Government is also committed to developing an equitable and diverse public sector workforce that is representative of the Western Australian community at all levels of employment and enables employees to combine work and family responsibilities.

For this reason, job candidates need to have a knowledge and understanding of the following:

- equal employment opportunity (EEO) and diversity
- ethical practice
- occupational safety and health (OS&H)

This brochure is designed to help you gain an understanding of these areas. Studying this information will assist when you write your application and prepare for the questions that will be asked at the interview.

If you are applying for a job as a manager, you should think about how you would make sure these principles are effectively applied in the work area.

A few specialised jobs require a deeper level of understanding. For these jobs you will need to do further research.

1. **EQUAL EMPLOYMENT OPPORTUNITY (EEO)**

Equal Employment is about:

- making sure that workplaces are free from all forms of unlawful discrimination and harassment, and
- providing programs to assist members of EEO groups.

EEO groups are people affected by past or continuing disadvantage or discrimination in employment. These groups are:

- women
- Aboriginal people and Torres Strait Islanders
- members of racial, ethnic and religious groups
- people with an impairment

Discrimination is treating someone unfairly or harassing him or her because they belong to a particular group. Under the *Equal Opportunity Act (1984)*, it is against the law in WA for any employer to discriminate against an employee or job candidate because of their: age; family responsibility; family status; gender history; impairment; marital status; political conviction; pregnancy; race (includes colour, descent, ethnic or national origin or nationality and may comprise two or more distinct races and the race or a relative or associate); religious conviction; sex; sexual orientation; and spent convictions.

Both direct and indirect discrimination are against the law. **Direct discrimination** means that a person receives less favourable treatment than another person in same or similar circumstances. **Indirect discrimination** occurs when an apparently neutral rule, policy or practice can, in effect, have an adverse impact on a particular group and is not reasonable in the circumstances.

Employees have the right to:

- a workplace that is free from unlawful discrimination and harassment

- equal access to benefits and conditions
- fair processes to deal with work-related complaints and grievances.

Employees have the responsibility to:

- act to prevent harassment and discrimination against others in the workplace
- respect differences among colleagues and customer such as cultural and social diversity
- treat people fairly (don't discriminate against or harass them).

Managers & supervisors have the responsibility to:

- take steps to ensure that all work practices and behaviours are fair and free from all forms of unlawful discrimination and harassment
- provide employees with equal opportunity to apply for available jobs, training and development, higher duties and flexible working hours.
- ensure selection processes are based on merit, transparent and the methods used are consistent.

2. ETHICAL PRACTICE

People who work for the WA Government must always work ethically and act in good faith in the public interest. This is their public duty.

The following principles have been developed to help Government employees make better decisions and resolve ethical dilemmas that they face at work:

Serving public above private interests

Government employees must make decisions and take actions which best serve the public interest. Government employees should ensure that any action taken or decision made should have these qualities:

Justice means being impartial and using power fairly for the common good. It means not abusing, discriminating against or exploiting people

Respect for persons means being honest and treating people courteously, so that they maintain their dignity and their rights are upheld. It means not harassing, intimidating or abusing people.

Responsible care means protecting and managing with care the human, natural and financial resources of the State. It means decisions and actions do not harm the short and long-term of people and resources.

3. OCCUPATIONAL SAFETY AND HEALTH (OS&H)

What everyone needs to know

The WA *Occupational Safety & Health Act (1984)* aims to protect the safety and health of people at work. The Act covers employers and employees and self-employed people.

Employees must:

- take reasonable care of the safety and health of others
- co-operate with employers in their efforts to comply with occupational safety and health requirements

Employers must:

- act to ensure the safety and health at work of their employees.

What managers need to know

- Maintain places of work under their control in a safe condition
- make arrangements for ensuring the safe use, handling, storage and transport of equipment and substances
- provide and maintain systems of work and working environments that are safe and without risks to health
- provide the information, instruction, training and supervision necessary to ensure the safety and health at work of employees
- consult with employees to enable them to contribute to decisions affecting their safety and health
- adopt a risk management approach to managing workplace safety and health.

Note: The information provided is intended solely for the use of job candidates. Managers and employees

should seek more information once they enter the workplace. Nothing in this information shall be construed to waive or modify any obligations imposed by the *Occupational Safety & Health Act 1984*, the *Occupational Safety & Health Regulations* and the *Equal Employment Act 1984*.

Further information can be obtained from:

www.equalopportunity.wa.gov.au

www.safetyline.wa.gov.au

www.opssc.wa.gov.au