

## Equity in the Workplace for Managers

Complaints of sexual harassment in the workplace form the most common type of complaint made, and is specifically covered by NSW State legislation. This means that employers and managers must be aware of the relevant legislation, how discrimination and harassment affects the workforce.

In addition managers should become familiar with the potential benefits of developing an equity ethos, with regard to the consequences, and liability if an environment of harassment and discrimination is allowed to develop and thrive.

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**DURATION:** 2 hrs

**COST:** On application

**FACILITATOR:** **Phillip Connell** B Bus (HRD), Ass Dip Bus (HRD), Grad Dip Bus (Mngt), Cert IV Assessment and Workplace Training. Along with qualifications in HR, training, and business management, Phillip has over the past 16 years, workplace experience, and has consulted to many diverse industries, including state & local government, mining, manufacturing and service industries.

**PREREQUISITES:** Nil

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### **COURSE OUTCOMES** – see over for a list of topics

At the end of this course participants will be able to:

- Explain what the law says about discrimination, EEO and harassment,
- Define unlawful discrimination and harassment,
- Identify the impact of harassment on the workplace,
- List the ways in which the law impacts on the workplace and what it means for managers, and
- Develop strategies and improved management practice when dealing with workplace discrimination and harassment.

***To register, please complete a Local Government Training Institute registration form at <http://www.lgti.com.au> and submit online; or you can fax to Local Government Training Institute on (02) 4966 0588***

Course enquiries may be directed to Training Administration on 4978 4013.

## Local Government Training Institute

59 Bonville Ave Thornton NSW 2322

PO Box 137, Thornton NSW 2322

Telephone: (02) 4978 4013 Facsimile: (02) 4966 0588

Email: [reception@lgti.com.au](mailto:reception@lgti.com.au)

ABN: 24 232 406 407

**[www.lgti.com.au](http://www.lgti.com.au)**



## COURSE TOPICS

### **NSW legislation**

- Federal legislation

### **Benefits of being an EEO organisation**

### **Facts about the Australian Workforce**

- Financial figures related to business and EEO

### **The Law & Liability**

- Organisational legal liability
- Individual legal liability

### **Discrimination**

- Definition
- Grounds
- Direct Discrimination
- Indirect Discrimination
- Examples of discrimination at work
- Employing people with disabilities
- Discriminating in favour of particular groups

### **What is harassment?**

- What is sexual harassment?

### **Implications for the workplace**

- What types of behaviour could be either harassment or sexual harassment?
- Employee's rights at work?

### **Best Practice**

- Recruitment
- Terms and Conditions of Employment
- Separation

### **Grievance Procedures**

- Contents of an effective set of a grievance procedures

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