

## APPENDIX B. SUPPORT RESOURCES

Information is available in the support resources below by accessing the hyperlinks.

<p><b><u>Assistance animals and guide dogs</u></b> (staff only) These animals are granted access rights to public places and adjustments may be required to accommodate them in the school or workplace.</p>
<p><b><u>Breastfeeding at work</u></b> (staff only) Provides information about breastfeeding facilities and arrangements.</p>
<p><b>Conduct</b> <u>Report staff misconduct</u> (staff only) and the <u>Complaints and Notifications Categorisation Schedule</u> assists in identifying which conduct matters are referred to the Standards and Integrity Directorate.</p>
<p><b>Equal opportunity and special needs</b> Reasonable adjustments and accommodation of special needs related to the grounds of discrimination is outlined:</p> <ul style="list-style-type: none"><li>• <u>Recruit and employ people with disability</u> (staff only) includes targeted recruitment, attract and support applicants and <u>funding</u> (staff only) for workplace aids and modifications.</li><li>• <u>Accommodate special needs at work</u> (staff only) includes employer obligations, breast feeding and assistance animals and guide dogs.</li><li>• <u>Recruit and employ Aboriginal and Torres Strait Islander staff</u> (staff only) includes targeted recruitment and attract and support applicants.</li></ul>
<p><b><u>Equal Opportunity Contact Officers (EOCOs)</u></b> (staff only) EOCOs support staff with information about equal opportunity matters and grievance processes within the context of workplace discrimination, harassment and bullying. See Appendix C. <u>List of EOCOs</u>.</p>
<p><b>Family and domestic violence</b> Additional leave provisions and support for staff who are experiencing family and domestic violence are outlined in <u>Family and Domestic Violence Leave Guidelines</u>.</p>
<p><b>Grievance Framework</b> The <u>Grievance Framework</u> includes informal and formal workplace grievance resolution processes, resolution options, support information and template letters (Appendix E). <u>Access the Grievance Framework</u> (staff only) via Ikon.</p>
<p><b>Harassment and discrimination</b> <u>Understand discrimination and harassment</u> (staff only) includes resources to recognise and address workplace issues.</p>
<p><b>Social media</b> <u>Manage social media and electronic communication use</u> (staff only) (Standards and Integrity) and <u>Telecommunications Use Policy</u> inform staff of professional conduct related to internet, telephones and web-based applications.</p>
<p><b>Students who are parenting</b> <u>Support a student who is pregnant or parenting</u> (staff only) assists schools to meet the needs of pregnant and/or parenting students.</p>

**Targeted recruitment under the Equal Opportunity Act 1984**

The Act enables targeted recruitment to provide better services or increase the number of staff who:

- have impairment/disability under sections 66S and 66R (staff only). Refer to Recruit and employ people with disability (staff only).
- are from a particular group, for example, Aboriginal and Torres Strait Islander people under sections 50(d) and 51 (staff only). Refer to Recruit and employ Aboriginal and Torres Strait Islander staff (staff only).

**Transgender, intersex status and sexual orientation: students**

Information to support students and address discrimination, harassment and bullying is available in:

- the Department's Support gender and sexually diverse students (staff only)
- Equal Opportunity Commission's resources include Guidelines for supporting sexuality and gender diversity in schools and fact sheets
- Australian Human Rights Commission's Sexual orientation, gender identity and intersex status discrimination.

Advice for principals is available from the local education regional office.

**Unconscious Bias** (staff only)

Information related to unconscious bias and how it impacts recruitment and career development.

**SUPPORT AND INFORMATION****Employee Assistance Program** (staff only) T: 1300 307 912

The program delivers independent confidential counselling sessions (face-to-face, telephone or Skype) for staff, their partners and dependent children under 25 years of age. Six free sessions per year are available. Employee Assistance Program brochure

**Manager Assistance Program** (staff only)

The program provides a telephone advisory service for managers dealing with difficult or complex people issues. Manager Assistance Program brochure

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