

CHECKLIST

Use this checklist to find out how well your business is meeting its EO responsibilities. This kit includes tools to help you implement EO effectively, starting with a simple four-step EO action plan on page 18 - 20. The EOC can also help with information, advice and training (see page 25 for details)

Place a tick in the applicable box.

Do you have an EO policy?

yes

no (see *sample EO policy* )


Is EO part of all your work practices, from advertising job vacancies and recruitment to termination?

yes

no (see *sample EO policy* )

Do you have a procedure for resolving EO related problems?

yes

no (see *sample procedure for handling EO related problems* )

If you have an EO policy and / or procedure for resolving EO related problems, have you taken action to ensure all staff have read it/them and know where to obtain a copy/ies if necessary?

yes

no (*more details in our EO action plan on page 18*)



Have you taken action to ensure all employees understand what is and isn't acceptable behaviour in the workplace?

yes

no (*more details in our EO action plan on page 18*)


Have you made it clear to staff that discrimination, harassment, vilification and victimization will not be tolerated, and that any issues or complaints will be handled as fairly as possible without victimization of the person who raises the problem?

yes

no (*more details in our sample EO policy*  *and sample procedure for handling EO related problems* )

Do you give all staff regular information and training about EO?

yes

no (*more details in 'information' in our EO action plan on page 19*)
(consider distributing our fact sheet )

Is someone responsible for EO at your workplace?

yes

no (*more details in our EO action plan on page 18*)

Do staff know who the person responsible for EO is?

yes

no

ANSWER COMMENT

9 yes's *You're doing very well. We suggest that you continue the good work by regularly reviewing your EO policies and work practices.*



6 - 8 yes's *Your company has made a good start at implementing EO. Use the tools in this kit to focus on the areas you have not completed.*



3 - 5 yes's *You have some way to go in implementing EO and this kit contains a number of tools to help you.*



0 - 3 yes's *Your EO implementation is incomplete. Please read this kit and get more information from the EOC.*

