



Gender Equity Policy

RUYTON GIRLS' SCHOOL

12 Selbourne Road Kew 3101
Victoria Australia

Tel + 61 3 9819 2422

Fax + 61 3 9818 4790

ruyton@ruyton.vic.edu.au
www.ruyton.vic.edu.au

ABN 86 004 162 261
CRICOS 00336J

1. Introduction

Ruyton is committed to supporting gender equity in our workplace. We aim to ensure that all employees have the same opportunities, rights and respect, regardless of their gender.

Gender equity means fairness of treatment for all people regardless of their gender. Gender equity leads to gender equality where all can enjoy the same rights, resources, opportunities and protections regardless of their gender.

Ruyton is committed to promoting a culture that embraces gender equality at all stages of the employment cycle.

2. Principles

- Ensure that Ruyton provide equitable opportunities for all people regardless of their gender and maintains an organizational culture which supports gender equity.
- Ensure that key organizational policies, systems and practices including but not limited to recruitment, staff training and decision making support gender equity.
- Promote a family friendly workplace for all employees regardless of their gender through the following activities:
 - Equal parental leave opportunities for all employees.
 - The right of all employees to request flexible work arrangements.
 - The availability of onsite childcare for three and four year olds and after school care accessible by all employees.
 - Parenting education sessions available to all employees.
 - Induction and support procedures for employees returning from Parental leave.
 - Awareness of family and domestic violence and ensuring appropriate policies and procedures are in place to support all employees.
 - Regular review of policy, procedures and strategy to ensure gender equity principles are maintained.
- Create an equitable, respectful and enabling environment for all employees within the organization through the following activities:



- a. Ensure that gender equity exists with regard to remuneration of employees.
 - i. We acknowledge that the majority of employees at Ruyton are paid in accordance to the Ruyton Agreement which sets transparent salary scales for all employees covered by the Agreement regardless of their gender.
 - ii. We ensure that no gender bias occurs at any point in the remuneration review process.
- b. Ensure that gender equity exists with regard to recruitment and retention of employees.
 - i. We ensure that job descriptions are relevant, include the necessary skills and are non-discriminatory and gender-neutral.
 - ii. We ensure that gender-neutral language is used in recruitment advertisements.
 - iii. We ensure that all candidates with the appropriate skills and attributes are considered for positions regardless of their gender.
- c. Ensure that gender equity exists with regard to promotion and succession planning.
 - i. We ensure that Leadership positions are open to all employees with the appropriate skills and attributes, regardless of their gender.
 - ii. We ensure that employees on long service leave or parental leave are considered for leadership positions.
 - iii. We ensure that opportunities for leadership positions are internally advertised and easily accessible by all employees.
- d. Ensure that gender equity exists with regard to training and development.
- e. Encourage gender diversity in positions historically filled by gender stereotypes.

3. Responsibility for Gender Equity Reporting and Processes

It is the responsibility of all employees to uphold this approach to gender equity in the workplace. The Executive will manage the review of policy and practice in a manner which support the aims for the *Workplace Gender Equality Act 2012* (Cth)

The Principal and Business Manager will prepare the annual report for the Workplace Gender Equality Agency in consultation with other staff. As part of the reporting process, staff are invited to consult with the Principal with regard to any aspect reported.

Policy Number:	POLHR010
Approved by:	Ruyton Board
Date:	June 2018
Next Review Date:	2021