



## **ACCESS AND EQUITY PRINCIPLES AND PROCESSES**

All staff are to be aware of, and ensure that, access and equity considerations are recognised and practised in all of *myfreightcareer* business dealings.

In all areas covering recruitment of permanent or part time employees, learners and candidates for our clients, staff are to ensure the following:

### **Equal Employment Opportunity**

*myfreightcareer* will not discriminate against staff or clients on the basis of race, gender, sex or sexual preference, religious or political belief, pregnancy or marital status, union activity or age. All staff are entitled to equal consideration and respect when dealing with them. A copy of the Act is available in the office.

### **Disabilities**

*myfreightcareer* is committed to making any necessary and reasonable adjustment for staff and clients with disabilities. For learners requiring wheelchair access, our agreement with AFIF allows us to use their classrooms, when available, which have wheelchair access to amenities and the classrooms.

### **Staff Policies**

All staff are to be issued with their individual copy of the Policy Manual. A Master Copy is also available.

Any training is only to be delivered by an individual with a Certificate IV in Assessment & Workplace Training, or equivalent certification.

### **Code of Practice**

*myfreightcareer* has a 10 principle Code of Practice that is to be on display in the office foyer. Copies are to be made available to clients and candidates on demand.

### **Client Services Policy**

In addition to the 10 principles' of the Code of Practice, *myfreightcareer* recognises competencies of prior learning, upon verification, for units of competency in any training that it undertakes to deliver. Language, Literacy or Numeracy assistance required will be provided on a case-by-case basis.

Any training is only delivered by an individual with a Certificate IV in Assessment & Workplace Training.

Any appeal or grievance is to be acknowledged in writing to the individual or company within 24 hours of being advised of the appeal or grievance. Any appeal or grievance will be individually considered on its merits.