

PENANG SANGAM HIGH SCHOOL
P.O.BOX 44, RAKIRAKI
LESSON NOTES WEEK 18

Year/Level: 12

Subject: Office Technology

Strand : 2	EMPLOYERS AND EMPLOYEES
Sub Strand : 2.1	OFFICE ADMINISTRATION
Content Learning Outcome	At the end of this chapter, students should be able to <ul style="list-style-type: none">• differentiate equal employment opportunity from affirmative action• identify the different forms of discrimination and harassment• explain five rights and responsibilities of employers and employees

A statement of duties/job descriptions/job specification sets out clearly the duties of your position, your responsibilities and your level of authority. Knowing where your responsibilities begin and end enables you to perform your duties more effectively. The job description informs you of who is in charge of your section of your section and to whom you should report.

This document also outlines the qualifications and skills required to meet the requirements of your position.

- At the end of the year, you may be asked to complete a staff performance review.
- This review is used by management to assess your performance, and helps you to assess your own performance.
- The results of the performance review help to identify areas in which you might need training or whether you could be promoted to a higher position.

The **environment** in which you work can have a positive or negative effect on your attitudes to work and the people with whom you work. Your work environment can affect how you are treated in your position, your conditions of employment and your promotional prospects. The environment in which you work will depend on the size, type and structure of the organization in question.

Follow workplace safety procedures, participate in workplace safety procedures and maintain workplace safety.

Duty of care and legal responsibilities of employers

Your organization has a duty of care to provide a safe working environment for you and other workers. Your employer also has a duty of care when it comes to acknowledging your rights as an employee in the following areas:

Equal opportunity

There is a range of legislation in Australia, at both Commonwealth and state level, which is designed to prevent discrimination and promote equal opportunity for all people in Australia in all areas of life and work.

The Human Rights and Equal Opportunity Commission Act 1986 deals with discrimination in all the following areas: age, disabilities, human rights, race, sex, employment and education.

All states have an Equal Opportunity Act that makes discrimination unlawful in the following areas:

- Employment
- Provision of goods and services
- Government and council services
- Education
- Accommodation

- Membership of clubs and associations on crown land or which receive government funding
- Sport Disposal of land

Equal employment opportunity

It is unlawful to discriminate against anyone in the workplace on the grounds of:

- Race or ethnic origin
- Physical, intellectual or psychological impairment (including having or being thought to have AIDS or being HIV-positive)Pregnancy
- Parental status, and having or not having children
- Marital status, including being a de facto spouse
- Religious belief or activity
- Age or sex
- Industrial activity

Sexual harassment is also unlawful.

Activity

1. Explain the term 'duty of care' in relation to employers.
2. Define job description and job specification.
3. Explain the importance of performance review.
4. List the areas in which Equal Opportunity Act makes discrimination unlawful.
5. Write down the unlawful areas of discrimination in a workplace.
6. Differentiate between direct and indirect discrimination.

Answer

This image shows a full page of blank handwriting practice paper. It features multiple sets of horizontal blue lines spaced evenly down the page. Each set consists of three lines: a solid top line, a dashed middle line, and a solid bottom line, providing a guide for letter height and placement. The paper is otherwise completely blank, with no margins or additional markings.