

MAA INTERNATIONAL



GENDER EQUALITY AND EQUITY POLICY

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1 INTRODUCTION

1.1 PURPOSE

MAA recognises that Equal Employment Opportunity is a matter of employment obligation, social justice and legal responsibility. It also recognises that prohibiting discriminatory policies and procedures is sound management practice.

This policy has been designed to facilitate the creation of a workplace culture that maximizes organizational performance through employment decisions. These decisions will be based on real business needs without regard to non-relevant criteria or distinctions, and will ensure that all decisions relating to employment issues are based on merit.

This policy is designed to ensure that MAA complies with all of its obligations under the relevant legislation.

1.2 POLICY SCOPE

This policy applies to all MAA Board Members, employees, contractors and volunteers.

1.3 ROLES AND RESPONSIBILITIES

MAA Australia is committed to ensuring gender equality in all areas of the organisation, including staffing, governance, management, decision-making, thereby giving both men and women equal opportunity to shape the organization and its work.

This commitment includes training managers and all other employees about their rights and responsibilities under the equality policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination

All staff should understand they, as well as MAA, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.

- MAA will recruit staff on the basis of merit. MAA is committed to achieving gender balance throughout all levels of the organisation so that all functions, levels of responsibility and influence are fair. All recruitment processes will give consideration to gender balance and, where a male and a female candidate for a position are considered of equal merit, then gender balance will be taken into account in the final decision.
- MAA's leadership will be committed to the integration of gender equality throughout the organization.
- MAA will not permit within the organisation any discrimination on the basis of gender.

- MAA is committed to ensuring that its employees receive gender training to enable them to work in alignment with MAA's gender policy.
- Men and women will receive equal pay for equal or similar work.
- Men and women will enjoy equal access to the organization's resources and opportunities, and disadvantage will be redressed wherever it exists.
- MAA will endeavour to ensure that all decision-making processes take into account the different personalities, styles and strengths of both men and women, so that all voices may be authentically heard.
- MAA is committed to ensuring that MAA's workplace is characterized by gender sensitivity and grace. Inappropriate language and behaviour will not be tolerated.
- Where clear breaches of conduct in regard to gender justice occur, they will be addressed by supervisors with a view to improving understanding and conduct. Reported incidents of sexual or gender-based harassment will be investigated and, if substantiated, responses will be in accordance with the MAA Bullying and Harassment Policy and if applicable, relevant State and Federal legislation.
- MAA recognizes the equal value/importance of both women and men in parenting children, and is committed to providing reasonable and fair parental leave that supports both parents.
- MAA will apply a gender lens to the planning and management of its Australian program, and will endeavour to ensure that staff members represent MAA's position on gender justice with grace and humility.
- MAA will apply a gender lens to the management of its international and Indigenous partner programs, taking the message of gender justice forward, but ensuring that its advocacy and conduct is always characterized by grace, humility and a learning spirit.
- MAA will endeavour to use gender-inclusive/neutral language in its publications.
- MAA will apply a gender lens to the planning, implementation and management of all MAA social and public events, to ensure that gender justice is maintained.

1.4 DEFINITIONS

The following terms are used in this policy document and are defined as follows:

- **Gender:** the social relationships and distribution of power and roles between men and women/boys and girls (can simultaneously be relations of cooperation, support, connection and conflict, separation and competition). These roles and relations are influenced by, and intersect with, other social relationships such as social class, ethnicity, sexuality and ability/disability etc. These roles and relationships are dynamic, changing over time and across cultures.
- **Gender equity:** the process of being fair to women and men.
- **Gender equality:** equal rights, opportunities and outcomes for both men and women.

- **Gender justice:** the ending of, and provision of redress for, inequalities between men and women that result in women’s subordination to men. As a process, it refers to accountability of social institutions that are set up to dispense justice; as an outcome, it implies access to and control over resources, combined with agency (the ability to make choices).
- **Gender integration:** involves the integration of gender equality concerns into the analysis and formulation of all of the organisation’s policies, programs and projects. It includes initiatives to enable women and men equally to formulate and express their views and genuinely to participate in decision-making.
- **Gender balance:** theoretically, the degree to which men and women hold a full range of positions in a society or organisation. However, most add that it should also include the element of quality alongside numbers, so as to avoid the token adding of members of either sex to make up numbers.
- **Gender lens:** refers to adopting a perspective that firstly brings into focus the participation, needs and realities of both women and men, then accommodating these in planning and decision-making processes.
- **Discrimination:** consists of treating an individual with a particular attribute less favourably than an individual without that attribute or with a different attribute under similar circumstances. It can also involve seeking to impose a condition or requirement on a person with an attribute who does not or cannot comply, while people without that attribute do or can comply.
- **Equal Employment Opportunity:** consists of ensuring that all employees are given equal access to training, promotion, appointment or any other employment related issue without regard to any factor not related to their competency and ability to perform their duties.
- **Victimization:** occurs where an employee is treated harshly or subjected to any detriment because they have made a complaint of discrimination or harassment. Victimization will also happen if a person is subjected to a detriment because they have furnished any information or evidence in connection with a discrimination complaint.

2 POLICY & PROCEDURES

2.1 POLICY STATEMENT

MAA is an equal opportunity employer and will provide equality in employment for all people employed or seeking employment with the organisation. Every person will be given a fair and equitable chance to compete for appointment, promotion or transfer, and to pursue their career as effectively as others. Consistent with this, MAA will not condone, and regards as unfair, all forms of unlawful discrimination or vilification, including that which relates to:

- gender;
- pregnancy;
- marital/domestic status;
- disability;
- race, colour, national extraction, social origin, descent, and ethnic, ethno-religious or national origin;
- age;
- family responsibilities, family status, status as a parent;
- racial classification;
- religious belief or activity;
- political belief or activity;
- industrial activity;
- employer association activity;
- trade union activity;
- physical features;
- profession, trade, occupation or calling;
- medical record; and
- criminal record.

In all cases, no factors other than performance and competence are to be used as the basis for performance assessment, training and development opportunities and promotions.

This policy is to be used in conjunction with the Discrimination, Harassment and Affirmative Action policies.

2.2 MONITORING AND REVIEW

Management will treat all concerns and complaints quickly, fairly and seriously. Treatment of complaints or reports will be undertaken in line with the Discrimination, Harassment and Affirmative Action policies. Employees will not be disadvantaged in their employment conditions or opportunities as a result of lodging a complaint.

No employee will be penalised or disadvantaged as a result of raising legitimate concerns or complaints relating to discrimination, harassment or bullying.

MAA commits to:

- Undertake an organizational gender audit on a 5 yearly basis.
- Through its performance appraisal processes, will monitor the conduct of its employees with regard to gender-related behaviour.
- Monitor the language and content of gender-specific or related material that it intends to publish. This will be done in consultation with MAA's Gender Working Group.
- International Program Team will work with all of its development partners to monitor progress on the application of gender justice principles within their organizations and program activities.
- Indigenous Support Program will monitor its partners' progress on the application of gender justice principles in their work.
- The Board of MAA to review the gender policy periodically, but at least every 5 years and/or at times when practice indicates the need for change.

3 REVISION HISTORY

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