

WELCOME TO THE WORKSITE GUIDE TO GETTING A GREAT START IN YOUR FIRST JOB.

These fact sheets look at important stuff like getting the correct pay, being treated fairly, staying safe and gaining skills.

In them you'll find a load of tips that every employee needs to know.

We'll also look at some scams and scandals that can suck in unsuspecting new employees and smart ways to avoid being ripped off.

We'll end with a Q&A section looking at common questions from employees.

1STJOB FACT

Did you know that it is illegal to ask someone during an interview for particular information, such as marital status, childcare responsibilities or religion?

FIRST JOB FIRST UNION

Everyone who works is entitled to join a union - this is your legal right. People join unions so they can get information, advice and support in the workplace.

Unions also help negotiate pay increases and improvements at work.

Joining your first union is easy - simply call Unions Australia on 1300 486 466 or visit <https://joinup.actu.com.au>.

SEE THE FULL SET

Part One: A Fair Start

Part Two: A Fair Go for All

Part Three: Safety First

Part Four: Skills for Work

Q&A: Questions answered



YOUR FIRST JOB

The Guide to Getting

A Fair Go for All



Part Two

Equal Opportunity

ENJOY THE SAME CONDITIONS OF EMPLOYMENT

Your conditions of employment are the terms under which you agree to work and include your wage or salary amount, number of working hours and the times in which you work. You can have conditions of employment that are different to your workmates, as long as the reason for the difference is not discriminatory.

Australian Human Rights Commission

The Australian Human Rights Commission (previously the Human Rights and Equality Opportunity Commission) was established in 1986. It was set up to look into actions which are discriminatory.

There are a number of federal laws that force employers to give everyone a fair go. These laws include:

- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Human Rights and Equal Opportunity Commission Act 1986
- Disability Discrimination Act 1992
- Workplace Relations Act 1996
- Age Discrimination Act 2004

The AHRC is responsible for making sure employers follow these laws. Their other responsibilities include:

- educating people about equal opportunity and human rights
- handling discrimination and human rights complaints from people
- helping make laws related to equal opportunity and human rights.

Say you applied for a job or asked the boss for a promotion and you were refused simply because of your age. If you thought you had enough skills and qualifications and experience for the job you would have every right to appeal against that decision. The AHRC is where you would lodge your appeal.

Equal Opportunity

The 2006 survey of large employers by the Equal Opportunity for Women in the Workplace Agency (EOWA) in Australia found that only three per cent of top bosses (CEO) were women. The EOWA's role is to administer the Equal Opportunity for Women in the Workplace Act 1999 (Commonwealth) and through education, assist organisations to achieve equal opportunity for women. EOWA has a comprehensive list of issues that are barriers to women getting an equal go at work.

Aboriginal and Torres Strait Islander Social Justice Commissioner

The position of the Aboriginal and Torres Strait Islander Social Justice Commissioner was created by the federal parliament in December 1992 partly in response to the extreme social and economic disadvantage faced by Indigenous Australians.

Help is at hand

If you feel you've been discriminated against you can either contact your union or one of the range of government helplines and websites for more information. Complaints to the AHRC must be made in writing or via email.

AHRC.....	www.hreoc.gov.au	1300 656419
ACT Human Rights Commission.....	(02) 6205 2222	
Anti-Discrimination Board of NSW.....	(02) 9268 5555	
Anti-Discrimination Commission of Qld.....	1300 130 670	
Anti-Discrimination Commission Tasmania.....	1300 305 062	
Victorian Equal Opportunity and Human Rights Commission.....	(03) 9281 7100	
NT Anti-Discrimination Commission.....	(08) 8999 1444	
SA Equal Opportunity Commission.....	1800 188 163	
WA Equal Opportunity Commission.....	1800 198 149	

EQUAL TRAINING OPPORTUNITIES

You should receive the same opportunity to attend training sessions as others who do the same job as you.

EQUAL CHANCE OF GETTING A PROMOTION

You should have the same chance of getting a promotion as everyone else who has the same qualifications and experience.

Equal opportunity is more than just a cool idea - it's the law!

It's about ensuring that everyone in the workplace gets a fair go and is not discriminated against. Discrimination is when someone is not treated as fairly as someone else in a similar situation. If you have what it takes to do the job, your employer has to give you the opportunity to show your worth, regardless of your:

- sexual preference
- religion
- political opinion
- race.

And regardless of whether you:

- are a man or a woman
- have a physical or intellectual disability
- are a new migrant or from a migrant background
- are young or old
- are married or single.

SCAMS & SCANDALS

If the shirt doesn't fit

A 20 year old female employee worked at a jeans retailer. The company brought out a new uniform t-shirt emblazoned with the words 'stop pretending you don't want me'. The t-shirts were only available in skimpy sizes. When the employee told her managers she didn't want to wear the uniform because she felt objectified by it she was told she would be sent home. The employee complained to the employment rights group Jobwatch who took up the case for her and the company had to withdraw its directive.

1ST JOB FACT

An employer can be held responsible for the acts of sexual harassment done by their employees or agents unless they can show they took all reasonable steps to prevent the harassment.

There are two types of discrimination – direct and indirect.

Direct discrimination is treating someone unequally (or unfairly) simply because they belong to a particular group or category of people.

For example you answer a job advertisement for a receptionist. You're told over the phone that because you're a man, you'd be wasting your time.

Indirect discrimination results when a requirement, rule, policy, practice or procedure which appears to treat everyone the same is applied, and it has an unfair effect on particular individuals or groups of people.

For example a job advertisement says that all applicants must have ten years experience in the field. (A young person could be well qualified but is ineligible for the job.)