

# Equal Employment Opportunity

## Online compliance training

### Quality training content

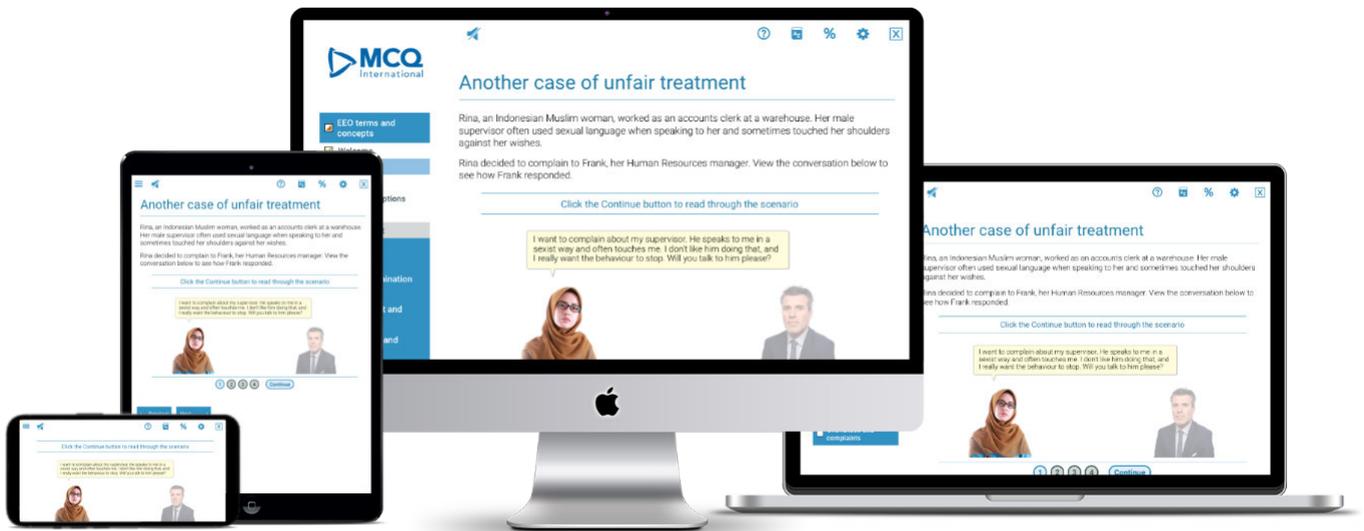
- Developed in Australia for use in all states and territories
- Regularly updated to comply with current regulations
- Written by experienced local subject matter experts
- Engaging, interactive content
- Online assessments included to ensure effective learning
- Responsive and accessible design to maximise usability

### Powerful learning tools

- Take advantage of our exclusive Online Compliance LMS
- Simplify training for existing staff, inductions and refreshers
- Create custom training schedules for different roles
- Generate real-time reports
- Automate the sending of invitations and reminders
- Upload your own documents to complement courses

# Equal Employment Opportunity Training

Equal Employment Opportunity (EEO) laws are designed to ensure that everyone in the workplace is treated fairly and provided with a safe working environment. Apart from the moral imperative to comply with EEO requirements, there are significant legal responsibilities shared by all employers and workers. In cases involving harassment, bullying and discrimination, ignorance of the law is not a valid defence, and nor is a lack of intent to cause offence or harm. Employers can also be held accountable for the actions of their staff, so the need to provide high quality EEO training is obvious.



## Course structure and delivery

This course is delivered online at the learner's own pace and takes about 90 minutes to complete, but can be completed over multiple sessions. Course topics are organised into five modules, each containing a short quiz. Every quiz must be passed to complete the course.

## Built-in course features

All MCQ International courses are designed to operate on a wide variety of devices, including computers, iPads, tablets and mobile phones. Optional accessibility features include audio narration, dark mode display, and a distraction-free 'reader view'. Course progress is recorded automatically across all devices.

## Refresher version available

The full-length version of this course is complemented by a refresher version, which is intended for learners who have previously completed the full course. The refresher version only takes around half the time to complete but contains the same level of assessment to ensure that knowledge is maintained over time. We recommend that all staff complete refresher training at least every two years.

## Topics covered in the course

The Equal Employment Opportunity course covers the following major topic areas:

- What Equal Employment Opportunity means
- Why EEO is important in the workplace
- Anti-discrimination laws that apply at work
- Grounds of discrimination under the law
- A definition of harassment and bullying
- Different types of harassment that can occur
- Consequences of harassment and bullying
- Responsibilities of workers and employers
- Dealing with EEO incidents and grievances
- EEO tribunals and tribunal procedures
- The concept of productive diversity
- How to build productive diversity at work.

## Find out more

Contact us now via email at [sales@mcqi.com.au](mailto:sales@mcqi.com.au) or simply scan the code on the right to get more information about the course content, pricing options and how to purchase.

