

ANTI-DISCRIMINATION

STANDARD:	1.6
EFFECTIVE DATE:	15/1/2006
REVIEW PERIOD:	ANNUAL
APPROVED BY:	CEO/BOD
RESPONSIBILITY:	ALL STAFF
DISTRIBUTION:	ALL STAFF
VERIFICATION:	

PURPOSE:

To ensure that all employees are treated equitably and are not subjected to discrimination or victimisation in any way.

DEFINITION:

What is Discrimination?

Discrimination occurs when someone is treated unfavourably because of one of their personal characteristics. Discrimination may involve offensive jokes or comments about a person's racial or ethnic background, sex, age, sexual preference, disability or physical appearance. It also includes expressing negative stereotypes of particular groups, e.g. "married women should not be working" and judging someone on their political or religious beliefs rather than their work performance.

POLICY:

- **This facility is an equal opportunity employer.**
- All employees are treated on their merits, without regard to race, age, sex, marital status or any other factor not applicable to the position. Employees are valued according to how well they perform their duties, their ability and enthusiasm to maintain the homes' Philosophy and Standards of care.
- The Management of the facility does not tolerate any form of discrimination.
- Disciplinary action will be taken against anyone who discriminates against a co-worker. Discipline may involve a warning, transfer, counselling, demotion or dismissal, depending on the circumstances.

- All employees have the right to work in an environment free of discrimination and victimisation.
- Discrimination undermines proper working relationships and may cause low morale, absenteeism and resignations.
- Under Federal and State anti-discrimination laws, discrimination in employment on the following grounds **is against the law:**

sex	marital status
pregnancy	parental status
age	race
breastfeeding	impairment
religion	political belief and activity
trade union activity	lawful sexual activity
cultural/social origin	
association with, or relation to, a person who has any of the above attributes	
- Management ensures that all employees are treated equitably and are not subject to discrimination or victimisation. Management also ensures that people who make complaints, and/or witnesses, **are not victimised in any way.**
- Any reports of discrimination or victimisation will be treated seriously and investigated promptly, confidentially and impartially.
- A written complaint is not required, although a written complaint does streamline the investigation process.

What Do You Do If You Are Discriminated Against?

There are several options. Choose the course of action you feel most comfortable with. Do not ignore the discrimination. Silence may give the impression that it is acceptable. You may:

1. Contact one of the following people who have been nominated to give advice and/or investigate complaints of discrimination or sexual harassment.

Name: PHILLIP MICHAEL CARTER

Position: CHIEF EXECUTIVE OFFICER

Location: 59 BENTINCK ST BALLINA Telephone: 66 205800

Name: MARALYNNE NEWMAN

Position: R.N. STAFF REHABILITATION COORDINATOR

Location: 59 BENTINCK ST BALLINA Telephone: 66 205800

2. Contact your Union for advice.
3. Make a complaint under anti-discrimination legislation to the New South Wales Anti-Discrimination Commission and Human Rights and Equal Opportunity Commission:

Sydney

Telephone: (02) 9318 5444

The facility is committed to providing an environment which is safe for all employees. You will not be disadvantaged in your employment conditions or opportunities as a result of lodging a complaint.

Acknowledgments:

1. Anti-discrimination Commission of Queensland
2. I G Bennett & Associates Pty Ltd, Employee Relations & Human Resource Consultants, 07 3229 6030.
3. James Underwood & Associates Pty. Ltd.