6.3 Anti-Discrimination and Harassment Policy

**Purpose**

To ensure a healthy, positive and collaborative workplace for employees and volunteers with <Insert Organisation Name>.

**Background**

Legally, all Tasmanian workplaces are governed by the provisions of the *Anti-Discrimination Act 1998* (Tas) to take reasonable steps to ensure all stakeholders are protected from discrimination and harassment in the workplace. There is, furthermore, a moral responsibility and business incentive to maintain a safe and healthy workplace. This policy and procedure are to be implemented in conjunction with the organisation’s Work Health and Safety, Grievance Dispute and Resolution, and Counselling and Discipline Policies and Procedures, and must be monitored and reviewed with the same seriousness.

**Policy**

<Insert Organisation Name> is committed to Anti-Discrimination and Harassment principles and will provide, maintain and promote a safe working environment for all its employees, volunteers and visitors. <Insert Organisation Name> regards compliance with all legislative requirements as the minimum standard and is committed to effective consultation and cooperation with its employees to:

1. Promote and develop measures to ensure that this environment is achieved; and
2. Provide adequate mechanisms for reviewing the effectiveness of those measures.

In fulfilment of these legal and moral obligations, <Insert Organisation Name> undertakes to make every reasonable effort to ensure continuous improvement and a proactive approach in the areas of:

* Promotion of positive and inclusive work cultures and practices and preventive strategies;
* Awareness of discriminatory and prohibited conduct relevant to the Act 1998 including via induction of all employees and volunteers;
* Development, communication, monitoring and review of policies and procedures;
* Training and development for all employees and volunteers;
* Investigations into complaints, issues and / or concerns raised regarding discrimination, harassment and / or bullying in accordance with legislative requirements and the Grievance Dispute and Resolution and Counselling and Discipline Policies and Procedures ie timeliness, confidentiality, respect, transparency, fairness and right to support / representation;
* Provision of Contact Officers and / or an Employee Assistance Program.

Anti-Discrimination is the shared responsibility of all people participating in the workplace. These responsibilities include but are not limited to:

**Management**

* Establishment of Anti-Discrimination management practices in the form of documented Anti-Discrimination procedures in line with this policy and Work Health and Safety Policies and Procedures.
* Review of <Insert Organisation Name>’s Anti-Discrimination and Harassment Policy and Procedures no less than every twelve months.
* Consultation and cooperation with staff, including provision of necessary information, instruction, training and supervision to employees.
* Development and promotion of positive and proactive strategies for inclusive workplace cultures and practices.

**Employees and Volunteers**

* Adherence to Anti-Discrimination and Harassment Policy and Procedures.
* Identification and reporting of discriminatory practices and conditions.
* Suggestions for improvements in inclusive and collaborative practices.
* Participation in training and development as requested.

Furthermore, due to the closely aligned nature of Anti-Discrimination and Harassment principles with Work Health and Safety, and because <Insert Organisation Name> employs volunteers and paid staff and works with members of the public, appropriate insurance (including Workers’ Compensation, Public Liability, Professional Indemnity, and Personal Accident for Volunteers) will be held at all times as a matter of course.

This policy will be reviewed 12 months after its adoption or earlier if necessary in the light of legislative or organisational changes.

**Responsibility**

This policy applies to all staff and volunteers. It creates particular obligations for the CEO and <Insert Position>.

**Standards**

1.1-1.4, 2.1-2.3, 4.3, 5.1, 5.5, 6.1-6.3, 8.1, 8.2

**Related Policies and Procedures**

* Anti-Discrimination and Harassment Procedure
* Work Health and Safety Policy and Procedures
* Grievance and Dispute Resolution Policy and Procedure
* Counselling and Discipline Policy and Procedure
* Volunteer Incident Reporting Procedure
* Risk Management Policy and Procedure
* Volunteer Induction and Orientation Policy and Procedure
* Volunteer Training and Development Policy and Procedure
* Continuous Improvement Policy and Procedures
* <Insert Organisation Name> Work Health and Safety Policy and Procedure
* <Insert Organisation Name> Board Workplace Health and Safety Policy

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| Approved | CEO, | Signature |  |
| Review | Annual | Next Review Date |  |