6.4 Anti-Discrimination and Harassment Procedure

**Procedure**

<Insert Organisation Name> is committed to providing a safe and healthy environment for staff and volunteers and seeks to achieve this through management and staff working together to create a safe workplace. A safe and healthy workplace is one key to ensuring both staff and <Insert Organisation Name> are able to work to their maximum potential. <Insert Organisation Name> also has particular responsibilities under the *Anti-Discrimination Act 1998* (Tas).

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.

* All new staff will be made aware of both their own and <Insert Organisation Name>’s obligations in terms of the Act 1998;
* A discussion of Anti-Discrimination awareness should also be covered in the induction process. Information should include, but are not limited to:
  + Anti-Discrimination and Harassment, Communication, Grievance and Dispute Resolution and Counselling and Discipline Policies and Procedures;
  + access to support ie WHS Officer, Contact Officer and / or Employee Assistance Program;
  + preventive information such as safe and inclusive work practices;
  + proactive inclusive / diversity strategies undertaken by <Insert Organisation Name>; and
  + contact information for the Office of the Anti-Discrimination Commissioner;
* Any Anti-Discrimination issues will be communicated to the <Insert Position> who will determine the appropriate course of action, if any is required. Depending on the issue the CEO and/or Board may also be involved or informed;
* All staff should be aware of Anti-Discrimination in the workplace and issues should be discussed during supervision and fortnightly team meetings. These forums can be used to ensure all staff are aware of issues and ensure staff demonstrate appropriate work attitudes and practices. Discussion also helps ensure that outstanding Anti-Discrimination issues are identified, as appropriate, and where necessary resolved;
* <Insert Organisation Name> will also provide relevant training where identified in any prevalent Anti-Discrimination issue. This may include formal and / or informal training and resources eg guest speakers.

**Discrimination / Harassment / Bullying**

As part of <Insert Organisation Name>’s commitment to a safe working environment, staff will actively discourage workplace discrimination, harassment and bullying in the following ways:

* Managers will monitor the atmosphere in the work environment for signs or symptoms of discrimination, harassment or bullying and regularly review workplace practices to ensure they do not encourage unacceptable behaviour of this sort.
* All staff will report incidents that constitute any threat to health or safety, including discrimination, harassment or bullying, to the <Insert Position>, the WHS representative or the CEO.
* All staff are required to exhibit behaviour towards others that is respectful. Breaches of this requirement should be reported, if not appropriately dealt with by speaking directly to the person in question.
* Managers dealing with incidents will act sensitively, with the understanding that ignorance rather than malice might be the source of the problem. Potential problems in this area will be addressed by training.

In the case of witnessing an incident of discrimination, harassment or bullying, staff should offer support to the victim, and report it immediately to the appropriate supervisor and <Insert Position>.

**Stress Management**

In order to minimise stress, <Insert Organisation Name> will:

* make good working conditions a priority;
* clearly define job descriptions, responsibilities and the structure of accountability;
* establish support systems for all staff; and
* ensure work plans and timelines are realistic.

Divergence from these practices should be raised with the <Insert Position>. Staff are also encouraged to read the Hidden Hazards Guide. Managers should also direct their attention to Hidden Hazards for Employers.

The <Insert Position> is responsible for management and clarification of safe and respectful work cultures and practices and should defer to the Anti-Discrimination Act 1998 (Tas) and the Office of the Anti-Discrimination Commissioner regarding further clarification of any aspect of anti-discrimination, harassment and / or bullying.

**Application**

This procedure applies to all staff and volunteers; its application lies with the <Insert Position> in conjunction with the CEO, WHS Officer, Contact Officer and supervising staff.

**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 Policy
* 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
* Documentation and Records Policy and Procedures
* Confidentiality and Privacy 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 |  |