

### 1. Introduction

- 1.1 SCRDA is committed to creating an environment which is free from inappropriate conduct, discrimination, harassment, bullying and abuse, and where all clients, volunteers, staff and visitors are treated equally with dignity, courtesy and respect.
- 1.2 **Discrimination**
- 1.2.1 Unlawful discrimination involves the less favourable treatment of a person on the basis of one or more of the personal characteristics protected by State or Federal anti-discrimination laws.
- 1.2.2 Discrimination includes both direct and indirect discrimination:
- 1.2.2.1 Direct discrimination occurs if a person treats, or proposes to treat, a person with a protected personal characteristic unfavourably because of that personal characteristic.
- 1.2.2.2 Indirect discrimination occurs if a person imposes, or proposes to impose, a requirement, condition or practice that will disadvantage a person with a protected personal characteristic and that requirement, condition or practice is not reasonable.
- 1.2.3 For the purpose of determining discrimination, the offender's awareness and motive are irrelevant.
- 1.3 **Harassment**
- 1.3.1 Harassment is any unwelcome conduct, verbal or physical, that intimidates, offends or humiliates another person and which happens because a person has a certain personal characteristic protected by State or Federal anti-discrimination legislation.
- 1.3.2 The offensive behaviour does not have to take place a number of times, a single incident can constitute harassment.
- 1.3.3 Sexual harassment is one type of harassment. Sexual harassment involves unwelcome conduct, remarks or innuendo of a sexual nature. It covers a wide range of behaviours and can be verbal, written, visual or physical. Sexual harassment is not limited to members of the opposite sex.
- 1.3.4 Every person is covered by the anti-discrimination laws that apply in State as well as the Federal anti-discrimination laws.
- 1.4 **Bullying**
- 1.4.1 Bullying is characterised by repeated, unreasonable behaviour directed at a person, or group of persons, that creates a risk to health and safety. Bullying behaviour is that which a reasonable person in the circumstances would expect to victimise, humiliate, undermine, threaten, degrade, offend or intimidate a person. Bullying behaviour can include actions of an individual or group.
- 1.4.2 Whilst generally characterised by repeated behaviours, one off instances can amount to bullying.
- 1.4.3 The following types of behaviour, where repeated or occurring as part of a pattern of behaviour, would be considered bullying:
- 1.4.3.1 verbal abuse including shouting, swearing, teasing, making belittling remarks or persistent unjustified criticism;
- 1.4.3.2 excluding or isolating a group or person;
- 1.4.3.3 spreading malicious rumours; or
- 1.4.3.4 psychological harassment such as intimidation.
- 1.4.4 Bullying includes cyber-bullying which occurs through the use of technology. New technologies and communication tools, such as smart phones and social networking websites, have greatly increased the potential for people to be bullied through unwanted and inappropriate comments.

## 2. Scope

- 2.1 All members contribute to the creation of a discrimination free and inclusive environment and a healthy culture.
- 2.2 Management and coaches have a particular obligation to model appropriate behaviour; promote this policy; treat all complaints seriously and attend to them promptly; monitor the work environment and seek expert help for complex or serious matters.
- 2.3 All members have the responsibility to comply with this policy; report incidents to the coaches or Management Committee and not to participate in discriminatory or harassing behaviour.
- 2.4 This policy applies to all SCRDA related activities whether conducted on SCRDA properties or external locations.

## 3. Policy

- 3.1 All members, clients, volunteers, staff and visitors will be treated equally and fairly and will not be subject to inappropriate physical contact, harassment, discrimination or bullying regardless of their:
  - 3.1.1 race, (including colour, descent or ancestry, nationality, national or ethnic origin);
  - 3.1.2 age (whether young or older);
  - 3.1.3 impairment (including biological, functional, learning, physical, sensory, mobility, cognitive, psychological, psychiatric impairment or the presence of an organism capable of causing disease);
  - 3.1.4 religious belief or activity;
  - 3.1.5 sex or gender identity;
  - 3.1.6 relationship status (including being married, single, divorced, separated, de facto or in a same sex relationship);
  - 3.1.7 sexuality;
  - 3.1.8 pregnancy, breastfeeding, parental status (including being or not being a parent, guardian, foster parent, adoptive parent, or step parent);
  - 3.1.9 family responsibilities (including the responsibility to care for and support a dependant child or immediate family member);
  - 3.1.10 political belief or activity; or
  - 3.1.11 association with someone else who is identified because of one of these attributes.

## 4. Procedure

- 4.1 **Policies & Procedures.** When developing and reviewing all policies and procedures SCRDA will make sure non-discriminatory principles are followed in all areas including but not limited to:
  - 4.1.1 Management practices;
  - 4.1.2 Job design and workload allocation;
  - 4.1.3 Staff selection and recruitment;
  - 4.1.4 Working conditions, including flexible work practices;
  - 4.1.5 Induction of new staff and volunteers;
  - 4.1.6 Training and development;
  - 4.1.7 Staff support, supervision and performance appraisal;
  - 4.1.8 Dealing with harassment and discrimination complaints;

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- 4.1.9 Counselling or disciplining staff; and
- 4.1.10 Dismissing staff
- 4.1.11 Use of social media and communications.

4.2 **Training.**

- 4.2.1 Members will be informed of this policy during their induction training. Additionally, this policy will be reinforced during recurrent volunteer training.

4.3 **Breaches.**

- 4.3.1 Breaches of this policy will be reported via a Complaints Form and actioned in accordance with the Complaints and Discipline Policy.

## 5. Responsibilities

5.1 Table 1 - Responsibilities

Position	Responsibilities
All SCRDA Members	<ul style="list-style-type: none"> <li>• Ensure compliance with this Policy;</li> <li>• Maintain awareness of the required behaviour during all SCRDA activities.</li> </ul>
Management Committee Members and Coaches	<ul style="list-style-type: none"> <li>• Avoid discrimination in the development, implementation and assessment of the association's programs, policies and procedures.</li> <li>• Reinforce this policy during induction and training</li> </ul>

## 6. Related Documents

- 6.1 Complaints and Discipline Policy & Procedure

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