



TITLE	Discrimination and Harassment Policy
VERSION NUMBER	2
APPROVAL	
RESPONSIBILITY	ALL
REVIEWED	JULY 2022

Purpose

Waminda Community House does not condone prohibited behaviour including workplace harassment, bullying, sexual harassment and discrimination. This policy refers to discriminatory, or other unacceptable conduct as well as conduct which could be a criminal offence such as violence, or sexual assault. Any conduct which may be a criminal offence must be referred to the police, in accordance with mandatory reporting requirements.

Scope

This policy applies to everyone associated with Waminda Community House, including board members, all employees, volunteers, student placements, contractors, sub-contractors, other agency staff and community members. Employee's treatment of other employees, volunteers, contractors, other agencies and members of the public must not be discriminatory or harassing in nature.

Procedure

It is desirable that the Discrimination and Harassment Policy be displayed in the reception area of Waminda Community House and in the Activity Shed. All new staff, volunteers, Board members and regular uses of Waminda Community House will be made aware of the Discrimination and Harassment Policy.

If anyone believes that they have experienced discrimination, or harassment whilst attending Waminda Community House, they must report the incident to the House Coordinator. An incident reports needs to be completed and a copy given to the Board Chairperson.

If the incident is of a criminal nature, the Board Chairperson needs to notify the Victoria Police.

If the incident is not of a criminal nature, the Board Chairperson needs to gather all relevant information and speak to both the person making the complaint and the accused. If the complaint is found to be correct, the Chairperson needs to explain to the accused that they are in breach of Waminda House's Discrimination and Harassment Policy. The Chairperson may take further action, including prohibiting the accused from accessing the House for a defined period of time.

The Board Chairperson needs to keep all documentation relating to the complaint in a confidential file.

Policy Statement

Waminda Community House is committed to providing a safe and respectful space free from all forms of discrimination, harassment and bullying. Waminda Community House has zero tolerance towards discrimination, harassment and bullying in the workplace.

Legislative and Regulatory Context

- Sex Discrimination Act 1984 (Cth)
- Racial Discrimination Act 1975 (Cth)
- Disability Discrimination Act 1992 (Cth)
- Age Discrimination Act 2004 (Cth)
- Australian Human Rights Commission Act 1986 (Cth)
- Work, Health and Safety Act 2011 • Fair Work Act 2009
- Anti-Discrimination Act 1977 (NSW)
- Equal Opportunity Act 2010 (VIC)
- Racial and Religious Tolerance Act 2001 (Vic)

Related Policies

Critical Incident Policy

O.H.& S. Policy

Grievance and Complaints Management Policy