

Name:	ANTI-DISCRIMINATION POLICY
Approval Date:	12 September 2019
Version	3

POLICY STATEMENT

Glasshouse Country Care is an equal opportunity employer. All employees and volunteers are treated on their merits, without regard to race, age, sex, marital status or any other factor not applicable to the position. Employees and volunteers are valued according to how well they perform their duties, their ability and enthusiasm to maintain our standards of service.

Glasshouse Country Care does not tolerate any form of discrimination. We believe all employees and volunteers have the right to work in an environment free of discrimination and harassment. Discrimination undermines proper working relationships and may cause low morale, absenteeism and resignations.

PURPOSE

The purpose of this policy is to document Glasshouse Country Care's approach to effectively and efficiently managing discrimination.

LEGISLATIVE AND POLICY FRAMEWORK

Aged Care Quality Standards

<https://www.agedcarequality.gov.au/providers/standards>

Charter of Rights

<https://www.agedcarequality.gov.au/consumers/consumer-rights>

NDIS Practice Standards and Quality Indicators 2018

<https://www.ndiscommission.gov.au/providers/ndis-practice-standards>

Anti-discrimination Act 1991

<https://www.legislation.qld.gov.au/view/html/inforce/current/act-1991-085>

Work Health and Safety Act 2011 Guide

https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0006/82545/guide-to-work-health-and-safety-act-2011.pdf

Workplace Bullying – your rights

<https://www.qld.gov.au/law/your-rights/workplace-rights/workplace-bullying>

SCOPE

This policy applies to all Glasshouse Country Care Board Members and employees (full-time, part-time, fixed term, casual, voluntary and temporary) for the duration of their employment.

ORGANISATIONAL COMMITMENT

Glasshouse Country Care is committed to zero tolerance of discrimination. We believe discrimination undermines proper working relationships and may cause low morale, absenteeism and resignations.

Under federal and state anti-discrimination laws, discrimination in the workplace on the following grounds is against the law:

Sex	Marital status	Pregnancy
Parental status	Age	Race
Impairment	Religion	Political belief and activity
Criminal record	Social origin	Trade union activity
Lawful sexual activity		

Managers and team leaders must ensure that all employees and volunteers are treated equitably and are not subject to discrimination. They must also ensure that people, who make complaints, or witnesses, are not victimized in any way.

Any reports of discrimination or harassment will be treated seriously and investigated promptly, confidentially and impartially. A written complaint is not required.

With employees and volunteers, disciplinary action will be taken against anyone who discriminates against a co-worker or consumer/participant. Discipline may involve a warning, counseling, or dismissal, depending on the circumstances.

Discrimination occurs when someone is treated unfavourably because of one of their personal characteristics. Discrimination may involve:

- Offensive 'jokes' or comments about other workers' racial or ethnic background, sex, sexual preference, age, disability or physical appearance;
- Display of pictures or posters which are offensive or derogatory;
- Expressing negative stereotypes of particular groups, e.g. "married women shouldn't be working",
- Judging someone on their political or religious beliefs rather than their work performance;
- Using stereotypes or assumptions to guide decision-making.
- Undermining a person's authority or work performance because someone dislikes one of their personal characteristics.

There are several options when discriminated against. Choose the course of action you feel most comfortable with. Do not ignore discrimination thinking it will go away – often it just gets worse. If you feel you have been discriminated against please:

1. Contact one of the following people in Glasshouse Country Care who have been nominated to give advice and/or investigate complaints:

Position: General Manager
 Location: Beerwah
 Telephone: 5494 6948

Position: Board of Directors (Chairperson)
 Location: Beerwah
 Telephone: 5494 6948

2. Make a complaint under anti-discrimination legislation to the Anti-Discrimination Commission (Queensland) or the Human Rights and Equal Opportunity Commission.

Anti-Discrimination Commission Queensland:

Brisbane: Telephone: (07) 3239 3365
 Toll Free: 1800 068 305
 Fax: (07) 3239 6285
 Location: Level 2,
 State Law Building
 50 Ann Street
 Brisbane QLD 4000
 Postal Address: GPO Box 853
 Brisbane QLD 4001

Human Rights and Equal Opportunity Commission

Sydney: Telephone: (02) 9284 9604
 Fax: (02) 9284 9789
 Address: GPO Box 5218
 Sydney NSW 2001

3. Contact your union for advice.

Glasshouse Country Care is committed to providing an environment which is safe for its employees and volunteers. You will not be disadvantaged in your employment conditions or opportunities as a result of lodging a complaint.

RESPONSIBILITY

The Board of Directors is responsible for the endorsement of this policy and the General Manager has primary responsibility for the management of staff and services covered by this policy.

RELATED DOCUMENTS:

Standards of Conduct Policy
 Organisational Governance Policy
 Complaints Policy

Date	Version Number	Changes	Review Date
20/8/2020	3	Added version control box, added review date Checked and updated legislation Added volunteers and Participant consumer on pg.2 para. 6	August 2023