



HR Equal Opportunity Strategy

(Forms part of Human Resources Management Policy)

1. Purpose and Scope:

This document provides guidelines to the board, staff, volunteers and participants of Taillem Bend Community Centre Inc (TBCC) to promote equality of opportunity, foster and encourage unprejudiced attitudes, prevent discrimination and allow people to participate in the economic and social life of the community. This document reflects TBCC's commitment to create an environment that is free of discrimination and in which all people are permitted equal access and opportunity to progress to the full extent of their ability.

2. Definitions:

- 2.1. Direct Discrimination - when a person or organisation intentionally treats someone unfairly because of their age, sex, marital status, pregnancy, sexuality, impairment or race.
- 2.2. Indirect Discrimination – when there is a policy or a rule or a 'way of doing things' that might appear on the surface to be fair or neutral, but which has an unequal effect on certain groups of people because of their age, sex, marital status, pregnancy, sexuality, impairment or race.
- 2.3. Unlawful Discrimination – treating someone less favourably because of particular personal characteristics, or because they belong to a particular group of people.
- 2.4. Age Discrimination- unfair treatment of a person on the basis of their age.
- 2.5. Sex Discrimination - treatment of a person of one sex less favourably than a person of the other sex.
- 2.6. Racial Discrimination - unfair treatment of a person on the basis of race including colour, descent, ethnic origin or nationality.
- 2.7. Intellectual Impairment – refers to reduced intellectual capacity, either permanent or temporary.
- 2.8. Physical Impairment – may refer to the total or partial loss of a bodily function or a part of the body or malformation or disfigurement of a part of the body.
- 2.9. Sexuality Discrimination - unfair treatment of a person on the basis of sexuality whether they are heterosexual, homosexual, bisexual or transsexual.
- 2.10 Marital Status - unfair treatment of a person on the basis of whether a person is single, married, divorced, separated, widowed, or living in a de facto relationship with a person of the opposite sex.
- 2.11 Pregnancy – It is unlawful to treat a woman unfairly because she is pregnant, is suspected of being pregnant, or is expected to become pregnant in the future. In the area of employment, a woman has the right to work or continue to work during her pregnancy. She must be treated the same as other employees unless there are sound medical reasons for treating her differently.

3. Background:

3.1 Equal opportunity and anti-discrimination legislation has been enacted at both the State and Federal levels. The South Australian Equal Opportunity Act (1984) specifically prohibits discrimination on the basis of:

- Age
- Sex
- Race
- Physical or Intellectual Impairment
- Sexual Preference
- Marital Status
- Pregnancy

In the areas of:

- Employment
- Education
- Provision of Goods and Services
- Accommodation
- Membership of Clubs and Associations
- Conferral of Qualifications
- Advertising
- Disposal of land

TBCC believes that recognising and promoting the full employment potential of its staff, tutors and volunteers will foster organisational excellence. Accordingly, it is committed to achieving Equal Opportunity throughout the organisation.

4. Strategy:

4.1 The overall responsibility for monitoring the effectiveness and review of this document lies with the Board of Management.

4.2 Whilst all paid and unpaid employees have a personal responsibility in the practical application of this strategy, specific responsibility falls upon the Board of Management.

4.3 Every Board member, employee and volunteer has a responsibility to treat people as individuals with different skills and abilities, without making judgements based on stereotypes, or on characteristics (such as sex, age, race, sexuality, disability, pregnancy or marital status) that are irrelevant to a person's ability to do a job.

4.4 TBCC has a responsibility to ensure that the working environment allows all paid employees and volunteers to work to their full potential, free from all forms of discrimination and harassment. In particular all Board members, staff and volunteers have a primary responsibility to ensure that proper standards of conduct are observed and that their behaviour does not create or condone circumstances that may lead to discrimination.

4.5 TBCC will ensure that paid employees and volunteers gain access to employment, promotion and training on the merit principle, and will be assessed on the basis of their skills, qualifications, abilities, prior work performance and aptitudes. That is, the applicant who best meets the needs of the job is the one selected, and the worker who best meets the needs of the job is the one retained.

4.6 All staff, volunteers and Centre participants are encouraged to raise equal opportunity issues or grievances through the TBCC grievance procedures or with the Equal Employment Opportunity Board. Confidentiality will be respected.

5. Commitment to children with diverse backgrounds and needs:

- Children and young people have access to information, support and complaints processes in ways that are culturally safe, accessible and easy to understand.
- TBCC staff and volunteers should pay particular attention to the needs of Aboriginal and Torres Strait Islander children, children with disability, children from culturally and linguistically diverse backgrounds, children who are unable to live at home, and lesbian, gay, bisexual, transgender and intersex children and young people. Be sensitive to the impact of intergenerational trauma, and respecting cultural diversity.

Date first formulated	December 2015 (previously Equal Opportunity Policy V1 24 th August 2007)	
Dates approved by Board	V1 (Incorporated into Human Resources Management Policy as HR Equal Opportunity Strategy) V2 V3 V4 adjustments	June 2016 Feb 2018 April 2020
Next Review Date	Sept 2023	
Related Documents	Feedback and Complaints Policy Human Resources Management Policy Privacy and Confidentiality Policy Risk Management Policy Aged care Charter of rights Aged Care Quality Standards National Principles for Child Safe Organisations Children's Rights Overview of child protection legislation across state and territory jurisdictions. Resource sheet developed by the Australian Institute of Family Studies Australian and New Zealand Standard, Guidelines for complaint management in organizations (AS/NZS 10002:2014)	
Legislation	Equal Opportunity Act 1984 Work Health & Safety Act Children and Young People (Safety) Act 2017 Commonwealth Privacy Act 1988 Department Human Service DHS Critical Client Incidents Policy State Records Act 1997 Guardianship and Administration Act 1993 Information Sharing Guidelines Workplace Gender Equality Act 2012 Australian Human Rights Commission Act 1986 (Federal) Crimes Act 1914 (Federal) Criminal Law Consolidation Act 1935 (SA) Fair Work Act 2009 Volunteers Protection Act 2001 (SA) Return to Work Act 2014	
Signed on behalf of TBCC Board of Management by: Name: Jack Hunt Position held: Chairperson		
		Signature: ___/___/2020