

## 1 ANTI-DISCRIMINATION

### 1.1 Scope (Roles responsible for implementation)

This policy applies to all staff, contractors and Advisory Board members in relation to all participants and their families or support networks.

Role	Responsibilities
<b>Zest Staff Members</b>	Abide by the principles of anti-discrimination in all areas of work, with participants, their families and other members of staff. Report any evidence of anti-discrimination, harassment and/or vilification to the General Manager.
<b>Zest Managers</b>	Ensure reasons for declining entry to the service is recorded and examined for patterns. Ensure that the processes of recruitment, selection and promotion provide equal employment opportunities for all applicants and potential applicants. Gather feedback from participants, families and staff to ensure that all participants are being treated fairly and without discrimination. Investigate all complaints in relation to discrimination, harassment or vilification and act where required to deal promptly and effectively with such instances
<b>Advisory Board</b>	Oversee of the embedding of safeguarding rights across the organisation. Provide leadership on human rights in the organisation and in the wider sector.

### 1.2 Rationale

A strong commitment to anti-discrimination, and appropriate provisions for all staff and participants to engage in an environment that is free from any form of discrimination, harassment and vilification ensures that all people are able to function effectively and participate fully in their respective areas of the organisation.

Affirmative Action acknowledges that certain groups of people are affected by past or continuing discrimination or disadvantage, and as a result are more likely to be unemployed or working in lower paid jobs. A systematic approach to the identification of barriers encountered by target group members is required.

### 1.3 Definitions

**Direct Discrimination** - treating or proposing to treat another participant less favourably on the basis of an attribute.

**Indirect Discrimination** - imposing or proposing to impose an unreasonable requirement, condition or practice that may appear to be neutral but has a disproportionately negative impact on people with particular attributes. This means a requirement, condition or practice which:

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- A person with the attribute does not or cannot comply with
- A higher proportion of people without the attribute or with a different attribute do or can comply with
- Is not reasonable in the circumstances.

**Racial or Religious Vilification** - behaviour that incites or encourages hatred, serious contempt, revulsion or severe ridicule against another participant or group, because of their race or religion.

**Equal Opportunity Employment** - Results when the participant best qualified for a position is successful without discrimination through processes which are open, transparent, and competitive and is based on merit. This includes direct and indirect discrimination on the basis of:

- Race, colour, descent, national or ethnic origin, ethnoreligious background
- Sex
- Marital status
- Pregnancy or potential pregnancy
- Disability (including physical, intellectual or other disability and illnesses)
- Age
- Homosexuality
- Transgender status
- Carer's responsibilities

**Affirmative Action** - the principle term used in different ways to ensure positive steps towards goals of equal opportunity. Can refer to the following:

- To cover everything to do with the development of equal employment opportunity plans as described above
- To describe strategies that provide special help for groups who have been disadvantaged in the past such as Indigenous people, women, people with disabilities etc.
- To cover programs and strategies aimed at women only and which enable women to compete equally for employment, training and promotional opportunities.

#### 1.4 Application/Strategies

Discrimination, harassment, or vilification is not tolerated in any circumstances. Such behaviour is unacceptable and is likely to result in disciplinary action.

All allegations of discrimination, harassment or vilification are dealt with in a prompt and confidential manner with involved parties treated fairly and in a non-discriminatory manner.

Principles of equal opportunity employment apply to all current and future employees. These are reflected through recruitment, interview, selection, appointment and promotion processes. Staff members will be selected or promoted according to merit irrespective of participant attributes.

The recruitment, selection and promotion processes are carried out in a transparent manner by providing equal employment opportunities for all applicants and potential applicants. This includes retention of interview questions, records of interviews, referee checks and the basis on which appointments to positions were made.

All complaints in relation to discrimination, harassment or vilification are subject to a comprehensive investigation conducted either by Zest or an agreed external, independent agency.

Matters not resolved via the established procedures are reported to regulatory authority for additional review.

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**1.5 References (legislation)**

**1.6 Associated Procedures**

**1.7 Associated Documents/ Record Keeping**

**1.8 Version Control**

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