

## **Anti-Discrimination Policy**

[Organisation Name] is committed to providing a work and service environment free from discrimination, harassment, and vilification. We value diversity and recognise the importance of fostering an inclusive culture where all individuals are treated with dignity and respect. This policy outlines our expectations for all employees, contractors, volunteers, and clients.

### **Scope**

This policy applies to all aspects of employment, including recruitment, selection, promotion, training, development, performance management, and termination. It also applies to the provision of goods, services, and facilities to clients and customers.

### **Prohibited Conduct**

Discrimination, harassment, and vilification in any form are strictly prohibited within our organization. This includes, but is not limited to:

- Direct or indirect discrimination based on protected attributes such as race, sex, age, disability, marital status, pregnancy, sexual orientation, gender identity, religion, political opinion, or social origin.
- Harassment, including verbal, physical, or written conduct that creates an intimidating, hostile, or offensive work environment.
- Victimization of individuals who make complaints or participate in investigations regarding discrimination, harassment, or vilification.

### **Responsibilities**

Management:

- Management is responsible for fostering a culture of diversity, equity, and inclusion within the organization and ensuring compliance with this anti-discrimination policy.
- They must provide leadership and support to employees to promote diversity and prevent discrimination in the workplace.
- Management should promptly investigate and address any reports or complaints of discrimination and take appropriate disciplinary action against violators.

Human Resources (HR):

- The HR department is responsible for developing, implementing, and enforcing the anti-discrimination policy.
- They must provide training and education to employees on discrimination, harassment, and diversity awareness.
- HR should ensure that all employment practices and policies are fair, unbiased, and compliant with anti-discrimination laws and regulations.

Employees:

- All employees are responsible for treating colleagues, customers, and others with respect and fairness, regardless of their race, ethnicity, gender, age, sexual orientation, disability, religion, or other protected characteristics.

- They must refrain from engaging in discriminatory behaviours or making derogatory comments or jokes based on protected characteristics.
- Employees who witness or experience discrimination or harassment should report it promptly to HR or their supervisor.

### **Complaints Procedure**

Any individual who believes they have been subjected to discrimination, harassment, or vilification, or who has witnessed such behaviour, should report the matter to their manager, Human Resources, or any designated contact person within the organisation. All complaints will be treated seriously, investigated promptly and impartially, and appropriate action will be taken to address the situation.

### **Consequences of Breach**

Breach of this policy may result in disciplinary action, up to and including termination of employment or termination of business relationships. Additionally, individuals found to have engaged in unlawful discrimination, harassment, or vilification may be subject to legal action.

### **Review and Updates**

This policy will be reviewed regularly to ensure compliance with relevant legislation and best practices. Updates may be made as necessary to reflect changes in the law or organizational requirements.

Authorised by

[Sign]

[Name]

[Position]

[Company]