

Spyns Inc.

Anti-Discrimination

Code: SD

Cross References & Codes

Complaints Resolution, Disciplinary Procedures, Staff Training and Development, Privacy and Confidentiality, Access & Equity.

Background

The NSW Anti-Discrimination board defines discrimination as “treating someone unfairly because they happen to belong to a particular group of people”. The *NSW Anti-Discrimination Act 1977* makes it illegal to discriminate against a person in a number of areas including employment and the provision of goods and services due to their sex, age, marital status, sexual preference, disability, gender identity, carer role and personal relationships and associations (for more information see: http://info.lawaccess.nsw.gov.au/lawlink/adb/ll_adb.nsf/pages/adb_general).

A number of federal laws (including *Age Discrimination Act 2004*, *Disability Discrimination Act 1992*, *Human Rights and Equal Opportunity Commission Act 1986*, *Racial Discrimination Act 1975*, *Sex Discrimination Act 1984*) also outlaws discrimination on various grounds (for more information see <http://www.humanrights.gov.au>).

Objective

As part of Spyns Inc.’s commitment to social justice and legal accountability, Discrimination against Spyns Inc. personnel, service users and community members will not be tolerated. This commitment includes the following organisational aims:

1. Create a working environment which is free from discrimination and harassment and where all Spyns Inc. personnel, service users and community members are treated with dignity, courtesy and respect.
2. Identify and implement training and awareness raising strategies to ensure that all Spyns Inc. personnel know their rights and responsibilities in regard to Anti-discrimination requirements.
3. Provide effective procedures for complaints, based on the principles of natural justice, treat all complainants in a sensitive, fair, timely and confidential manner free of any victimisation or reprisals.
4. Encourage the reporting of behaviour which breaches this policy.
5. Promote appropriate standards of conduct at all times.

Policy

Spyns Inc. will not tolerate any form of discrimination by or against its personnel, service-users or associated community members. Adherence to this policy is a condition of all Spyns Inc. positions including paid staff, Management Committee and other volunteer positions and students on placement. Furthermore it is an expectation of Spyns Inc. that service-users and associated community members do not engage in discriminatory behaviour while accessing Spyns Inc. services or processes. Breaches of this policy may result in Disciplinary Procedures for Spyns Inc. personnel and exclusion from Spyns Inc. services and processes for service-users and associated community members.

Universal Procedures

1. Ensuring non-discriminatory practices is the responsibility of all Spyns Inc. personnel.
2. Any identified discriminatory practices must be reported to the Manager and treated in a confidential manner.
3. Any identified training needs around anti-discrimination are to be brought to the attention of the Manager.
4. Any Spyns Inc. Personnel who feel that they have been discriminated against in the course of their duties, either by Spyns Inc. personnel, service-users or associated community members may raise the issue with the Manager/Team leader as a supervision matter.
5. If discrimination involves the Manager the issue is to be taken to the Chairperson.
6. Any Spyns Inc. service-users or associated community members who feel that they have been discriminated against either by Spyns Inc. personnel or other service-users or associated community members will have access to the Spyns Inc. Complaints Resolution procedure.
7. All complaints regarding discrimination either by Spyns Inc. personnel, service users or associated community members will be recorded and where appropriate the Management Committee will be notified of the complaint and outcome.

Management Committee Procedures

1. Ensure that Spyns Inc. Policies and Procedures promote an organisational culture which is free from discrimination.
2. Ensure that the Spyns Inc. Policies and Procedures manual is consistent with state and federal anti-discrimination legislation and general best practice.
3. Ensure that any reports of, or complaints regarding, discriminatory behaviour by Spyns Inc. personnel, service users and associated community members are resolved in a prompt, fair and confidential manner.
4. Ensure that complainants who are unsatisfied by the resolution of their complaints have access to referral to appropriate independent arbitrators such as:
 - The Anti Discrimination Board of NSW (Ph 02 9268 5555,

- Fax 02 9268 5500, website <http://www.lawlink.nsw.gov.au/adb>)
- Or their local a local community legal centre (CLC)
(see <http://www.nswclc.org.au/clcs.html>) for a list of CLCs.

Staff Procedures

1. The Manager will ensure that all new Spyns Inc. personnel are familiarised with this policy as part of their orientation process
2. All Staff are expected to undertake their duties in a non-discriminatory manner and promote a non-discriminatory environment in the workplace, while delivering Spyns Inc. services or while representing Spyns Inc.
3. Any reports or issues regarding possible discrimination will be brought to the attention of the Manager. If discrimination involves the Manager the issue is to be taken to the Chairperson.
4. Anti-discrimination best practice will be an ongoing part of Staff Training and Development and such training will also be made available to Management Committee and other volunteer personnel.

Date Ratified: August 2006

Review Date: August 2008