

EEO AND ANTI-DISCRIMINATION POLICY

Version	1
Date approved	1 July 2013
Authorised by	Julia Hall

SCOPE AND PURPOSE

This policy applies to the behaviour of all personnel, management and Management Committee members of the National Association of Community Legal Centres Inc. (NACLC) and its programs. It guides the values of the organisation in decisions related to employment opportunities, including recruitment and promotion. In addition, this policy outlines NACLC's obligation to ensure a workplace free of any form of direct or indirect discrimination for personnel, management, clients or the public.

PRINCIPLES

This policy recognises that though providing Equal Employment Opportunity and workplaces free of discrimination are legal responsibilities, they are also core principles and commitments of NACLC.

Further, NACLC is committed to ensuring that it is a culturally safe environment and provides culturally safe services to Aboriginal and Torres Strait Islander personnel, management, Management Committee members, consultants, visitors and people seeking or accessing legal services. For more of NACLC's commitment in this area see NACLC Reconciliation Action Plan on the NACLC website.

POLICY

NACLC's management and personnel are responsible for:

- providing equal employment opportunity to all prospective and current staff
- promoting a fair and equitable work environment free of discrimination
- complying with all relevant anti-discrimination legislation
- providing a culturally safe workplace, environment and services
- creating and maintaining an environment in which diversity is valued, human dignity respected and people are treated with equity and tolerance
- ensuring personnel, management, Management Committee members and visitors are protected from any forms of discrimination, harassment and bullying or victimisation.

Equal Employment Opportunity (EEO)

NACLC's management will apply the principles of EEO to all employment related decisions and treat all employees fairly and equitably with regard to individual circumstances or attributes including, but not limited to:

- age
- race or social origin
- sex
- gender identity
- ethno-religious background
- nationality, citizenship or immigrant status
- religion
- pregnancy or breastfeeding
- marital or relationship status
- family or carer responsibilities
- disability (physical, intellectual, psychiatric)
- HIV/AIDS status
- sexual orientation
- transgender or intersex identity
- union membership, industrial history, political affiliation or opinion.

EEO will be applied, but is not limited, to the following:

- recruitment and selection
- promotion or allocation of temporary higher duties
- decisions on flexible work conditions such as working hours

- supervision and discipline
- reimbursement or compensation
- access to professional development and training
- access to discretionary entitlements or benefits

Anti-Discrimination

NACLC will not allow any form of direct or indirect discrimination in its workplaces. This includes the following:

- **harassment and bullying** which is any form of repeated behaviour that is not wanted, not asked for, and that humiliates, offends or intimidates an individual or group of people as per NACLC's Bullying and Harassment Policy
- **vilification** such as any public act that is likely to incite hatred, serious contempt or severe ridicule for a person or a group of people because of perceived differences
- **victimisation**, when someone is treated unfairly because they have made, or helped someone else make, a complaint about discrimination.

Personnel, potential employees or clients who believe that they have been subjected to any form of discrimination outlined above or who are aware of incidence/s of such behaviour should contact the Executive Director of NACLC or the Chair of the NACLC Management Committee.

Documents related to this policy	
Related policies	Code of Conduct and Ethics Policy Bullying and Harassment Policy
Legislation or other requirements	<i>Racial Discrimination Act 1975 (Cth), Sex Discrimination Act 1986 (Cth), Australian Human Rights Commission Act 1986 (Cth), Disability Discrimination Act 1992 (Cth), Age Discrimination Act 2004 (Cth) and the Workplace Gender Equality Act 2012 (Cth)</i>

Reviewing and approving this policy		
Frequency	Responsible	Approval
Annually	Executive Director	Executive Director

Policy review and version tracking			
Version	Date Approved	Approved	Next Review Due by
1	1 July 2013	Julia Hall, Executive Director	31 January 2015
2			
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