Anti-Discrimination Policy

*Last updated April 2015*

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| --- | --- | --- | --- |
| Policy number | [insert number] | Version | [insert number] |
| Drafted by | [insert name] | Approved by Board on | [insert date] |
| Responsible person | [insert name] | Scheduled review date | [insert date] |

### Introduction

* 1. [Organisation] endorses diversity, supports equal rights, and does not advocate, support or practice discrimination based on race, religion, age, national origin, language, sex, sexual orientation, or mental or physical handicap, whether covered by applicable legislation or not, except where affirmative action may be required to redress individual or social handicaps of people from disadvantaged groups.

### Purpose

* 1. This document sets out [Organisation]’s policy against such discrimination
	2. The purpose of this document is to outline the governance structures, responsibilities and processes that have been established to give effect to this policy.

### Policy

* 1. [Organisation] does not advocate, support or practice discrimination based on race, religion, age, national origin, language, sex, sexual orientation, or mental or physical handicap or any other personal attribute protected by law, except where affirmative action may be required to redress individual or social handicaps.
	2. [Organisation] will make all reasonable accommodations to allow people who experience difficulties in their dealings with the organisation to benefit equally from its work.

## Anti-Discrimination Procedures

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| --- | --- | --- | --- |
| Procedure number | [insert number] | Version | [insert number] |
| Drafted by | [insert name] | Approved on | [insert date] |
| Authorised person | [insert name] | Scheduled review date | [insert date] |

### Responsibilities

* 1. The Board will:
* Regularly review the leadership and commitment given to eliminating discrimination through active promotion of the organisation’s Anti-Discrimination Policy.
* Monitor performance by way of periodic management reports and assurances.
	1. The CEO will:
* Ensure that:
	+ the organisation’s practices and processes incorporate precautions against discrimination in such areas as hiring, client selection, and program delivery;
	+ Reasonable accommodations are made to allow diverse groups to access benefits provided by the organisation;
	+ Where appropriate, weight is given to the culture and experiences of individuals from disadvantaged groups.
* Where appropriate, delegate responsibility for compliance to officers with responsibility for particular sections.
* Oversee the performance of subordinate officers in these matters.
* Review and report to the Board, as appropriate, on the effectiveness of the management systems established to remove discrimination.
* Analyse material breaches and identified compliance system weaknesses for systematic trends and ensure that any adverse trends are addressed.
* Promote a culture of effective policy compliance across the organisation.
	1. All staff and volunteers at all levels will:
* Ensure that they are aware of the organisation’s policy against discrimination;
* Not act in a manner that would be considered to be discriminatory pursuant to this policy or any applicable legislation;
* Where appropriate, suggest ways in which practices, systems and procedures could be improved so as to reduce the likelihood of discrimination occurring.

### Processes

* 1. The CEO will initially review the organisation’s procedures in all areas to ensure that these are in accordance with the principles expressed in this policy, and will report to the Board on this matter.
	2. The CEO will review any changes to the organisation’s procedures in all areas to ensure that these are in accordance with the principles expressed in this policy.
	3. Staff and volunteers will follow these procedures.

### Related Documents

* [Legislative Compliance Policy](https://communitydirectors.com.au/policies/legislative-compliance-policy)
* [Equal Employment Opportunity Policy](https://communitydirectors.com.au/policies/equal-employment-opportunity-policy)
* [Sexual Harassment Policy](https://communitydirectors.com.au/policies/sexual-harassment-policy)
* [Workplace Health & Safety Policy](https://communitydirectors.com.au/policies/workplace-health-and-safety-policy)
* [Code of Ethics](https://communitydirectors.com.au/policies/code-of-ethics)
* [Privacy Policy](https://communitydirectors.com.au/policies/privacy-policy)

About this document

This policy sample has been developed by the [Institute of Community Directors Australia](https://www.communitydirectors.com.au?utm_campaign=policybank&utm_medium=doc&utm_source=website&utm_content=template) (ICDA) and is free for any not-for-profit organisation to download and use, so long as it is for a non-commercial purpose and that the organisation is not paying a consultant to carry out this work. [Click here](http://www.ourcommunity.com.au/general/general_article.jsp?articleId=2153#16) for our full copyright guidelines.

### Important notes

* You can't (or shouldn't) rely on these sample policies and procedures alone. They’re a starting point, but you will have to adapt them to suit your own language and requirements.
* Most samples include both policies and procedures (the policies provide guidance on standards, while procedures give instructions on implementing standards). We recommend adopting policies at a board level, while procedures can be developed/signed off by the organisation's CEO.
* We use the term ‘board’ to cover boards, committees of management, or anybody that has final authority in your organisation. And the term ‘CEO’ extends to executive directors, or your chief administrator. You should change the terms in these policies to match those used in your organisation.

### Other policies

There are numerous policies available on the [Community Directors website](https://communitydirectors.com.au/tools-resources/policy-bank). You can hunt for what you need with our site search function.

### Make a deposit

If you have some great policies that your organisation thinks would be of use to other groups, email them to service@ourcommunity.com.au. We'll review them, amend them so that they're applicable to the greatest number of not-for-profits possible, push them into our format, and load them up.

### Join us!

ICDA is a best-practice governance network for the directors serving on Australia’s 600,000 not-for-profit boards, committees and councils, and the senior Workers who support them.

ICDA members get access to a range of educational, capacity building and networking opportunities that build knowledge, connections and credentials.

If you appreciated this free policy, we would appreciate your ongoing support by joining ICDA from only $65 p.a

### The benefits of membership

1. Receive ‘responsible person’ status – ICDA members are recognised by the ATO under ‘responsible person’ rules
2. Recognition – three membership post-nominal options, providing community and professional recognition for educated and engaged not-for-profit members
3. Capacity building publications – current trends, issues and emerging areas of risk via member-only newsletters governance help sheets
4. Policy alerts – receive notification when changes are made to governance, human resources, financial management, values and communications policies you’ve downloaded through the Policy Bank
5. Preferential member pricing – members receive discounts for the Festival of Community Directors events and online Compact Courses
6. Alumni events – access to deep connections and a vibrant network of believers and doers. There’s an online forum, as well as regular invitations to events like Communities in Control Conference
7. Access to forums, networks, information and opportunities – boost your confidence (and competence) and open career doors
8. Budget-friendly – for as little as $65 a year you get all the benefits outlined above and so much more.

### Legal advice at a pre-agreed price

Please note that this is a template policy for guidance only. For assistance in tailoring this policy to suit your organisation, or for legal advice at a pre-agreed price or training in this area, please do not hesitate to contact Our Community’s preferred legal supplier [Maddocks](https://maddocks.com.au).

E: NFPHelp@maddocks.com.au | W: <https://maddocks.com.au>