



Anti-Discrimination Policy & Procedure

Policy Statement

Discrimination:

Abilifly Support Services complies with the Anti-Discrimination Act (1991) and ensures that all grievances are dealt with fairly.

Abilifly Support Services does not allow any kind of discrimination toward any group or individuals in any form, inclusive of:

- Gender
- Pregnancy
- Race, nationality, ethnic or religious background
- Marital status
- Sexuality (male or female, actual or presumed)
- Age (in relation to compulsory retirement)

Abilifly Support Services follows all relevant legislation of the Australia's Anti-Discrimination law, in particular:

- Age Discrimination Act 2004
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Affirmative Action (Equal Employment Opportunity for Women) Act 1986

Abilifly staff and participants are expected to work in an atmosphere based on mutual respect for the rights and differences of each individual. Employees of Abilifly should be aware that differing social and cultural standards may mean behaviour that is acceptable to some can be perceived as offensive by others. Such conduct, when experienced or observed, should be reported to Abilifly Support Services management. All complaints will be promptly investigated.

Abilifly Support Services expects all staff to uphold the spirit of this policy. Breaches of the policy may result in disciplinary action, including instant dismissal for staff.

Who is responsible?

It is important to note that everybody is responsible for maintaining a workplace environment that is free from discrimination and harassment. The following outlines the responsibilities of the management and employees (including contractors) of Abilifly Support Services:

The management team has a responsibility to:^[1]

- Ensure the Anti-Discrimination Policy and associated procedures are introduced to all new employees during their induction period;
- Ensure the Anti-Discrimination Policy and associated procedures are made available to all employees and is actively communicated within Abilifly Support Services;
- Set expectations of supervisors, team leaders and managers to demonstrate appropriate conduct and to monitor the conduct of employees and support workers (SW) within the operations of Abilifly Support Services;
- Encourage and provide avenues for participants, employees and SW who feel they have been discriminated against to come forward and report their experience in a non-judgemental and confidential environment;
- Monitor the Abilifly Support Services operating environment to ensure it is free from material (posters, notice board items, electronic media) that is sexually related, is racist or is likely to offend;
- Ensure training and assessment services are developed and delivered to SWs and frontline staff to encourage their participation in an inclusive environment that is free from discrimination and harassment;
- Facilitate training and awareness sessions that educates Abilifly Support Services employees about anti-discrimination measures;
- Ensure that selection criteria for supervisor, team leader and manager positions includes the requirement that they have a demonstrated understanding of and ability to deal with discrimination issues as part of their overall responsibility;
- Facilitate the display of posters on notice boards in common work areas and the distribution of relevant brochures to promote an environment that is free from discrimination;
- Include accountability mechanisms in position descriptions for supervisors, team leaders and managers; and
- Periodically review the policy to ensure it is operating effectively and contains up to date information.

Employees (including contractors) and SWs have a responsibility to:

- Seek out and become familiar with the Anti-Discrimination Policy and associated procedures during their induction period;
- Remain informed of changes to the Anti-Discrimination Policy and associated procedures that may occur from time to time;
- Set the example of appropriate behaviour and conduct for other Abilifly Support Services employees and SWs and monitor the conduct of employees and SWs within the operations of Abilifly Support Services;
- Provide support to individuals that may confide in them about occurrences of discrimination and/or harassment in a non-judgemental and confidential manner;
- Respect individual differences and encourage others to maintain an inclusive environment that is productive and supports learning;

- Monitor the Abilify Support Services operating environment to ensure it is free from material (posters, notice board items, electronic media) that is sexually related, is racist or is likely to offend;
- Participate in training and awareness sessions that educates employees and SWs about anti-discrimination measures; and
- Respond immediately to claims of inappropriate behaviour and review own behaviour to identify opportunities for improvement.

What can happen if you discriminate?

Incidents of discrimination or harassment that are identified will be handled by applying the principles of natural justice. Criminal or unlawful behaviour will be reported to police authorities immediately and will result in immediate dismissal.

Other behaviour which discriminates against or harasses another person will result in management actions which reflect the seriousness of the individual circumstances.

These may include one or a combination of the following:

- Retraining (likely to occur in all circumstances);
- Counselling;
- Apology;
- Conciliation / mediation;
- Demotion; (employee)
- Suspension with pay; (employee)
- Suspension without pay;(employee)
- Warning for dismissal with a probationary period; or (employee)

In the case of contractors who discriminate against or harass another person, this will result in a withdrawal of the service contract immediately.

Where to get more information or help

For Abilify Support Services' Complaint & Appeals Policy & Procedure to seek help when you think you are discriminated or harassed against.