

Rhema Central Coast

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rhema.cc

94.9FM

POLICY NAME	Workplace Discrimination and Harassment Policy			POLICY NO.	8
EFFECTIVE DATE	2/8/2021	DATE OF LAST REVISION	2/8/2021	VERSION NO.	2
ADMINISTRATOR RESPONSIBLE			CONTACT INFORMATION		
APPLIES TO Apply group names to define applicable areas of staff.					
GROUP 1	All Staff	GROUP 2	All Volunteer	GROUP 3	
GROUP 4		GROUP 5		GROUP 6	

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
2		2/8/2021	Standardisation of Layout	Peter Alarcon

APPROVAL AND REVIEW

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ADDITIONAL NOTES

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SCOPE

Describe to what and to whom this policy applies.

This policy has been created to cover issues relating to anti-discrimination, harassment and victimisation, and workplace bullying.

This policy applies to:

- Board members and advisory board members,
- All staff, including managers and supervisors, full-time, part-time or casual, temporary or permanent staff, job candidates, student placements, apprentices, contractors, sub- contractors and volunteers;
- How Rhema Central Coast provides services to clients and commercial partners and how it interacts with other members of the public;
- All aspects of employment, recruitment and selection, conditions and benefits, training and promotion, task allocation, hours, leave arrangements, workload, equipment and transport;
- On-site, off-site or after-hours work, work-related social functions, conferences – wherever and whenever staff may be as a result of their Rhema Central Coast duties;
- Staff treatment of other staff, of clients, of commercial partners and of other members of the public encountered in the course of their Rhema Central Coast duties.

POLICY STATEMENT

Describe the policy and the reason for the policy.

Rhema Central Coast is committed to providing a safe, flexible and respectful environment for staff and clients free from all forms of discrimination, bullying and sexual harassment.

All Rhema Central Coast staff are required to treat others with dignity, courtesy and respect.

By effectively implementing our Workplace discrimination and Harassment policy we will attract and retain talented staff and create a positive environment for staff.

TERMS AND DEFINITIONS

Define any acronyms, jargon, or terms that might have multiple meanings.

TERM	DEFINITION
Discrimination	Discrimination is treating, or proposing to treat, someone unfavourably because of a personal characteristic protected by the law, such as sex, age, race or disability.

POLICY SECTIONS

Policy intro:

Unacceptable workplace conduct

Discrimination, bullying and sexual harassment are unacceptable at Rhema Central Coast and are unlawful under the following legislation:

- Sex Discrimination Act 1984 (Cth)
- Racial Discrimination Act 1975 (Cth)
- Disability Discrimination Act 1992 (Cth)
- Age Discrimination Act 2004 (Cth)
- Australian Human Rights Commission Act 1986 (Cth).

Staff (including managers) found to have engaged in such conduct might be counselled, warned or disciplined. Severe or repeated breaches can lead to formal discipline up to and including dismissal.

Discrimination

Discrimination is treating, or proposing to treat, someone unfavourably because of a personal characteristic protected by the law, such as sex, age, race or disability.

Discrimination can occur:

1. Directly, when a person or group is treated less favourably than another person or group in a similar situation because of a personal characteristic protected by law (see list below).

For example:

- An employee is harassed and humiliated because of their race, or
 - An employee is refused promotion because they are 'too old'
2. Indirectly, when an unreasonable requirement, condition or practice is imposed that has, or is likely to have, the effect of disadvantaging people with a personal characteristic protected by law (see list below).

Protected personal characteristics under Federal discrimination law include:

- A disability, disease or injury, including work-related injury
- Parental status or status as a carer, e.g. because they are responsible for caring for children or other family members
- Race, colour, descent, national origin, or ethnic background
- Age, whether young or old, or because of age in general
- Sex
- Industrial activity, including being a member of an industrial organisation like a trade union or taking part in industrial activity, or deciding not to join a union
- Religion
- Pregnancy and breastfeeding
- Sexual orientation, intersex status or gender identity, including gay, lesbian, bisexual, transsexual, transgender, queer and heterosexual
- Marital status, whether married, divorced, unmarried or in a de facto relationship or same sex relationship
- Political opinion
- Social origin
- Medical record
- An association with someone who has, or is assumed to have, one of these characteristics, such as being the parent of a child with a disability.

It is also against the law to treat someone unfavourably because you assume they have a personal characteristic or may have it at some time in the future.

Workplace Bullying

If someone is being bullied because of a personal characteristic protected by equal opportunity law, it is a form of discrimination.

Bullying can take many forms, including jokes, teasing, nicknames, emails, pictures, text messages, social isolation or ignoring people, or unfair work practices.

Under Federal law, this behaviour does not have to be repeated to be discrimination – it may be a one-off event.

Behaviours that may constitute bullying include:

- Sarcasm and other forms of demeaning language
- Threats, abuse or shouting
- Coercion
- Isolation
- Inappropriate blaming
- Ganging up
- Constant unconstructive criticism
- Deliberately withholding information or equipment that a person needs to do their job or access their entitlements
- Unreasonable refusal of requests for leave, training or other workplace benefits.

Bullying is unacceptable in Rhema Central Coast and may also be against work health and safety law.

Sexual harassment

Sexual harassment is a specific and serious form of harassment. It is unwelcome sexual behaviour, which could be expected to make a person feel offended, humiliated or intimidated. Sexual harassment can be physical, spoken or written. It can include:

- Comments about a person's private life or the way they look
- Sexually suggestive behaviour, such as leering or staring
- Brushing up against someone, touching, fondling or hugging
- Sexually suggestive comments or jokes
- Displaying offensive screen savers, photos, calendars or objects
- Repeated unwanted requests to go out
- Requests for sex
- Sexually explicit posts on social networking sites
- Insults or taunts of a sexual nature
- Intrusive questions or statements about a person's private life
- Sending sexually explicit emails or text messages
- Inappropriate advances on social networking sites
- Accessing sexually explicit internet sites
- Behaviour that may also be considered to be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.

Just because someone does not object to inappropriate behaviour in the workplace at the time, it does not mean that they are consenting to the behaviour.

Sexual harassment is covered in the workplace when it happens at work, at work-related events, between people sharing the same workplace, or between colleagues outside of work.

All staff and volunteers have the same rights and responsibilities in relation to sexual harassment.

A single incident is enough to constitute sexual harassment – it doesn't have to be repeated.

All incidents of sexual harassment – no matter how large or small or who is involved – require employers and managers to respond quickly and appropriately.

Rhema Central Coast recognises that comments and behaviour that do not offend one person can offend another. This policy requires all staff and volunteers to respect other people's limits.

Victimisation

Victimisation is subjecting or threatening to subject someone to a detriment because they have asserted their rights under equal opportunity law, made a complaint, helped someone else make a complaint or refused to do something because it would be discrimination, sexual harassment or victimisation. Victimisation is against the law.

It is also victimisation to threaten someone (such as a witness) who may be involved in investigating an equal opportunity concern or complaint.

Victimisation is a very serious breach of this policy and is likely (depending on the severity and circumstances) to result in formal discipline against the perpetrator.

Rhema Central Coast has a zero-tolerance approach to victimisation.

Gossip

It is unacceptable for staff at Rhema Central Coast to talk with other staff members, clients, commercial partners or suppliers about any complaint of discrimination or harassment.

Breaching the confidentiality of a formal complaint investigation or inappropriately disclosing personal information obtained in a professional role (for example, as a manager) is a serious breach of this policy and may lead to formal discipline.

Merit at Rhema Central Coast

All recruitment and job selection decisions at Rhema Central Coast will be based on merit – the skills and abilities of the candidate as measured against the inherent requirements of the position – regardless of personal characteristics.

It is unacceptable and may be against the law to ask job candidates questions, or to in any other way seek information, about their personal characteristics, unless this can be shown to be directly relevant to a genuine requirement of the position.

Resolving issues at Rhema Central Coast

Rhema Central Coast strongly encourages any staff member who believes they have been discriminated against, bullied, sexually harassed or victimised to take appropriate action by initially speaking to the person who you feel has harassed or discriminated against you.

Staff who do not feel safe or confident to take such action may seek assistance from their direct manager for advice and support or action their behalf. If the harassment or discrimination has come from your manager, then you are able to speak with the GM directly.

EXCEPTIONS

Describe exceptions here.

RELATED POLICIES AND OTHER REFERENCES

Overall policy review

The GM has general responsibility for the regular evaluation and update of this code of conduct policy for Rhema Central Coast

Revisions to Policy

Rhema Central Coast may make changes to this policy and procedures from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this policy may forward their suggestions to Human Resources.

ROLES AND RESPONSIBILITIES

List the job titles and business offices directly responsible for the policy.

ROLE	RESPONSIBILITY

CONTACTS

List contacts in the table.

SUBJECT	CONTACT	PHONE	EMAIL

