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APPLICATION/SCOPE:	Entire Organisation	DATE OF ENDORSEMENT	06 / 08 / 2018

Preamble

Bega Garnbirringu Health Service (Bega) is committed to providing a workplace free of discrimination based on race, religion, age, origin, language, gender, sexual orientation, mental or physical handicaps or socio-economic backgrounds. As such we have an inclusive policy that accepts all people. Bega endorses diversity, supports equal opportunity and does not tolerate harassment or discrimination tactics in any form.

Policy Statement

Bega is committed to providing an impartial and equitable workplace for all persons. As such we do not advocate, support or practice discrimination in any form.

Policy Guidelines

All employees are entitled to:

- recruitment and selection based on merit and not affected by personal characteristics;
- Work free from discrimination, bullying and harassment of any form;
- The right to raise issues and make an inquiry or complaint without being victimised.

All employees are therefore must:

- Follow the standards of behaviour outlined in this policy;
- Offer support to people experiencing discrimination and provide information about making a complaint or reporting;
- Avoid gossip and respect the confidentiality of Bega's Complaint Management policy and procedures;
- Treat everyone with dignity, respect and courtesy.

Managers must:

Model the expected standards of behaviour

Take steps to educate their staff about appropriate behaviours and employee's legal obligations to other employees in relation to the laws and regulations

Intervene quickly if they become aware of any inappropriate behaviours;

Act fairly and impartially in all dealings with employees;

Refer employees to formal complaints, grievances and other relevant policies to manage bullying or harassment.



Unacceptable Workplace Behaviours

Discrimination, bullying and inappropriate behaviours are unlawful and any employee found participating in these unacceptable behaviours will face disciplinary action associated with serious misconduct, including possible termination of their employment.

Discrimination can occur when a person or group of persons is treated less fairly than other person or group in a similar situation because of personal characteristics protected by the law.

Discrimination can also occur when an unreasonable requirement, condition or practice is imposed that has or is likely to have the effect of disadvantaging people with personal characteristics protected by law.

Protected persons include those with a disability, disease or injury; parental or carer status; race, skin colour, national origin or ethnic background; age, whether young or old; gender; religion; pregnancy; sexual orientation; marital status; political persuasion, with a person who has one or more of these characteristics.

Making a complaint

All complaints about antidiscrimination or harassment tactics in the organisation must be reported immediately to the COO, either in written or verbal form. Refer to the Complaint Management Policy and Procedure.

Breach of Policy

If an employee does not meet the expectations set out in this policy, they may be subjected to disciplinary action in accordance with our Performance Counselling and Disciplinary Action policies up to and including immediate termination of their employment.