

Policy Guideline 6 –Discrimination

Introduction

U3A Waverley Inc. (hereafter **U3A Waverley**) recognises that prohibiting discriminatory policies is both a legal obligation and good practice.

U3A Waverley endorses diversity, supports equal rights and equal opportunity, and does not advocate, support or practice discrimination based on characteristics such as race, religion, age, national origin, gender, sexual orientation or disability whether covered by applicable legislation or not.

Purpose

This document sets out **U3A Waverley's** anti-discrimination policy and the governance structures, responsibilities and processes to give effect to the policy and ensure the organisation complies with its obligations under legislation.

This policy aims to foster a culture within the organisation that maximises access to membership and grows performance.

Policy

Discrimination consists of treating an individual with a particular attribute less favourably than an individual without that attribute or with a different attribute under similar circumstances. It can also involve seeking to impose a condition or requirement on a person with an attribute who does not or cannot comply, while people without that attribute do/can comply.

Equal Opportunity consists of ensuring that all tutors and members are given equal access to the services provided by **U3A Waverley**.

Victimisation happens where a person is treated harshly or suffers detriment because they have made a complaint of discrimination. Victimisation will also happen if a person suffers detriment because they have provided information or evidence in connection with a complaint. In considering such a complaint, the health of the members and the onset of any disease such as dementia will be considered.

U3A Waverley does not advocate, tolerate, condone or practice discrimination and regards as unfair, all forms of unlawful discrimination or vilification, including but not limited to that which relates to

- Gender
- Pregnancy and potential pregnancy
- Marital/domestic status
- Disability
- Race, colour, national extraction, social origin, descent and ethnic or national origin
- Age
- Family responsibilities
- Racial responsibilities, family status, status as a parent or career
- Racial classification or cast
- Sexuality, transsexuality or transgender
- Religious or political beliefs or activities
- Trade union or employer association or membership or activities
- Physical features
- Occupation or calling
- Medical record including HIV/AIDS vilification
- Criminal record.

U3A Waverley is an equal opportunity manager of members and tutors. In all cases no factors other than performance and competence will be used as the basis for determining the selection of courses and tutors.

U3A Waverley will ensure that its programmes, policies, procedures, practices, publications and forms accord with the principles expressed in this policy.

U3A Waverley will make all reasonable accommodations to allow people who experience difficulties in their dealings with it to benefit equally from its activities.

U3A Waverley's members and tutors will comply with the principles expressed in this policy.

Procedures

U3A Waverley's Committee of Management will

- Review the organisation's process to ensure that they adequately incorporate precautions against discrimination
- Conduct elections to positions on the Committee of Management that are free from discrimination and provide an equal opportunity for all members to stand for election

- Periodically evaluate the effectiveness of the systems established to remove and/or prevent discrimination
- Make reasonable accommodations to allow diverse groups to access benefits provided by membership of the organisation and its programmes and activities
- Monitor the performance of office bearers and tutors in regard to this policy
- Analyse all reported breaches to identify systematic trends and ensure that any adverse trends are addressed
- Ensure a culture of anti-discrimination and compliance with the provisions for equal opportunity is promoted across the organisation.

All members and tutors will be made aware of the organisation's anti-discrimination policy.

A person who believes they are being treated unfairly as a result of discrimination may report the matter in writing to **U3A Waverley Secretary**. The Secretary will inform the President immediately.

A report of discrimination will be investigated promptly, confidentially and fairly.

Responsibilities

U3A Waverley Committee of Management is responsible for

- Establishing, implementing, publishing and reviewing this policy
- Fostering equal opportunity and setting an example by their own behaviour
- Ensuring that the organisation's practices and processes incorporate precautions against discrimination in such areas as selecting tutors, admitting members and providing access to programmes
- Ensuring reasonable accommodations are made to allow diverse groups to become members and participate in the organisation's programs and activities
- Ensuring that allegations of discrimination or vilification are properly investigated.

It is the responsibility of all members and tutors to

- Treat each other with respect and without reference to non-relevant issues
- Familiarise themselves with this anti-discrimination and equal opportunity policy
- Where appropriate suggest ways in which practices, systems and procedures could be improved to reduce the likelihood of discrimination occurring.

It is the responsibility of **U3A Waverley Secretary** to receive complaints about a breach of this policy and bring it to the attention of the President.

U3A Waverley's President is responsible for ensuring that a complaint of a breach of this policy is handled promptly.

U3A Waverley's President, or his/her delegate, is responsible for interviewing and supporting a complaint.

Authorisation

This policy was adopted by the Committee of Management of **U3A Waverley** per the minutes of meeting held 10th December 2015.

Related Policies

U3A Waverley Sexual Harassment Policy

U3A Waverley Code of Conduct

U3A Waverley Privacy Policy

U3A Waverley Bullying Policy