Anti Discrimination Policy

Policies · https://horshamu3a.org.au/docs/anti-discrimination-policy/

Introduction

U3A Horsham & District Inc. recognises that prohibiting discriminatory policies and practices is both a legal obligation and good practice.

Purpose

The purpose of this policy is to outline U3A Horsham & District Inc.’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 an organisation’s culture that maximises access to membership and grows the organisation.

Policy

1. Discrimination happens when a person, or group of people, is treated less favourably than another person or group because of their background or certain personal characteristics. This is known as “direct discrimination”.
2. Equal Opportunity consists of ensuring that all volunteers and members are given equal access to the services and benefits provided by U3A Horsham & District Inc.
3. 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 about a complaint.
4. U3A Horsham & District Inc. does not advocate, tolerate, condone or practise discrimination and regards as unfair, all forms of unlawful discrimination that relates to:

- Gender
- Marital/domestic status
- Disability
- Race, colour, national extraction, social origin, descent and ethic or national origin

- Age
- Family responsibilities, family status, status as a parent or carer
- Sexuality, transsexuality or transgender
- Physical features
- Medical record, including HIV/AIDS vilification
- Criminal record.

5. U3A Horsham & District Inc. is an equal opportunity manager of volunteers. In all cases no factors
   other than performance and competence will be used as the basis for training and development opportunities for volunteers and/or intending volunteers.
6. U3A Horsham & District Inc. will ensure that its programs, policies, procedures, practices publications and forms accord with the principles expressed in this policy.
7. U3A Horsham & District Inc. will make all reasonable accommodations to allow people who experience difficulties in their dealings with it to benefit equally from its activities.
8. All of U3A Horsham & District Inc.’s members and volunteers will comply with the principles expressed in this policy. U3A Horsham & District Inc. 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.

Procedures

1. U3A Horsham & District Inc.’s Committee of Management will:

- Review the organisations practices and processes 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 accommodation to allow diverse groups to access benefits provided by membership of the organisation and its programs and activities.
- Monitor the performance of office bearers and volunteers 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 equal opportunity compliance is promoted across the
  organisation.

2. All members, volunteers and employees will be made aware of the organisation's antidiscrimination policy by its publication on the organisation's website and/or newsletter

3. A person who believes they are being treated unfairly because of discrimination may report the matter to U3A Horsham & District Inc.'s Secretary. The Secretary will inform the President immediately.

4. Should the President or Secretary be identified by the complainant the Committee of Management will appoint a delegate to respond to the complaint.

5. A report of discrimination will be investigated promptly, confidentially and fairly, in accordance with the organisation's Grievance Policy

Responsibilities

1. U3A Horsham & District Inc.'s 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 volunteers, admitting members and providing access to programs.
- 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

2. U3A Horsham & District Inc.'s Secretary is responsible for receiving complaints about a breach of

this policy and to bring them to the attention of the President.

3. Horsham U3A Inc’s President is responsible for ensuring that a complaint of a breach of this policy
   is handled in accordance with Horsham U3A Inc’s Grievance Policy.
4. It is the responsibility of all members and volunteers to:

- Treat each other with respect and without regard to non-relevant criteria or distinctions.
- 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.

Authorisation

AThis Policy was adopted by the Committee of Management of U3A Horsham & District Inc. and minuted as such, on 13th January, 2023.
This Policy will be published by the Committee of Management of U3A Horsham & District Inc. on its
website within four weeks of the date of this authorisation.

Policy Review

This Policy will be reviewed at least annually or when circumstances change.

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