

VERSION 1.0

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ANTI-DISCRIMINATION,
ANTI-HARASSMENT AND
ANTI-BULLYING POLICY

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Anti-Discrimination, Anti-Harassment and Anti-Bullying Policy

1. Aspirational Principles

Queensland Radio for the Print Handicapped Limited (hereafter known as Radio 4RPH) is committed to an environment that values the diverse nature of its membership and volunteers.

Discrimination, harassment and bullying can have a serious effect on individuals, their families and friends. It can take many forms, and may be directed because of ethnicity, age, sexual orientation, physical or mental disability, religion or other similar beliefs, families, carer responsibilities, marital or some other personal characteristics.

Members or Volunteers who are subject to harassment, discrimination or bullying can suffer from feelings of fear, stress, anxiety and loss of confidence/self-esteem. It can affect their work, family and personal life and their physical and mental health.

Consequences for the members and volunteers of Radio 4RPH, and the organisation can include:

- Poor performance
- Ill health and absenteeism
- People leaving the organisation
- Complaints to courts and tribunals, resulting in financial costs and damage to the reputations of Radio 4RPH and its licensed radio station.

Members can be reluctant to make complaints as they may feel vulnerable and isolated. They may be fearful of ridicule, reprisals and of simply not being believed or being taken seriously. Furthermore, there are fears about effects of making a complaint on their career or professional reputations.

Consequently, members who are being discriminated against, harassed or bullied do not complain. They will suffer in silence and put up with the situation or leave the organisation.

The reasons for the anti-discrimination, anti-harassment and anti-bullying policy are to give:

- Clear commitment that 2MCR will not tolerate harassment, discrimination or bullying, and to assist in creating a working and volunteer environment where this is known and understood by the membership.
- Advice and guidance on how such situations should be dealt with.
- The membership confidence to deal with situations that arise, and find the best solution and outcomes for themselves either formally or informally.

2. Scope

The anti-discrimination, anti-harassment and anti-bullying policy is applicable to all members and volunteers of Radio 4RPH, and to 'friends' of its licensed radio station.

Radio 4RPH is committed to promoting equality of opportunity and valuing diversity. A key aspect of this commitment is to ensure that we have an environment where individuals are able to fulfil their personal potential. An essential part of this is ensuring that the environment is free from any forms of discrimination, harassment or bullying.

Radio 4RPH will not tolerate discrimination, harassment or bullying. The aims of this policy are to:

- Explicitly state that such behaviour is unacceptable and is unlawful
- Outline the consequences of such behaviour if allegations are proven
- Confirm that the policy applies to the Management Committee and the members alike
- Ensure that all members of Radio 4RPH understand their responsibilities, and that they should not behave towards others in ways that could be perceived as discrimination, harassment or bullying
- Make a commitment that complaints be taken seriously and will be dealt with sensitively, swiftly and fairly, and will consider, as far as possible, the wishes of the complainant
- Develop a working environment in which discrimination, harassment and bullying are known to be not acceptable and where individuals who have made a complaint in good faith feel confident, they will be treated fairly without fear of ridicule or reprisal.

The anti-discrimination, anti-harassment and anti-bullying policy applies to all instances of discrimination, harassment or bullying that occur in Radio 4RPH owned or managed premises or in such places and on such occasions as such behaviour may be reasonably deemed to harm the reputation of the association or its relationship with the local community. Allegations of harassment, discrimination or bullying will be taken very seriously, and if proven, may lead to disciplinary action up to and including dismissal from duties of a volunteer from the association

3. Definitions

(The following definitions were sourced from employment legislation and advisory bodies.)

Discrimination—takes place when an individual or a group of people is treated less favourably than others because of factors unrelated to their merit, ability or potential.

Direct discrimination—occurs when factors unrelated to merit, ability or potential of a person or group are used as an explicit reason for discriminating against them.

Indirect discrimination—occurs when there are rules, regulations or procedures in place that have a discriminatory effect on certain groups of people.

Harassment—unwanted conduct that may create the effect (intentionally or unintentionally) of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment that interferes with an individual's learning, working or social environment, or induces stress, anxiety or sickness on the part of the harassed person.

Bullying—can be defined as persistent actions, criticism or personal abuse, either in public or private, which humiliates, denigrates, undermines, intimidates or injures the recipient.

Victimisation—is punishing or treating an individual unfairly because they have made a complaint, or are believed to have made a complaint. It is unlawful, as is post-employment victimisation

4. Legal Responsibilities

Radio 4RPH requires all staff, members, and volunteers to contribute to a safe work environment, free from discrimination or bullying. All staff, members, and volunteers must comply with relevant legislation including:

- [Anti-Discrimination Act 1991 \(QLD\)](#)
- [Work Health and Safety Act 2011 \(QLD\)](#)
- [Racial Discrimination Act 1975 \(Commonwealth\)](#)
- [Sex Discrimination Act 1984 \(Commonwealth\)](#)
- [Human Rights and Equal Opportunity Commission Act 1986 \(Commonwealth\)](#)
- [Disability Discrimination Act 1992 \(Commonwealth\)](#)

Where incidents of discrimination are suspected or identified, the [Grievance and Dispute Settling Policy](#) or the [Feedback and Complaints Management Policy](#) and related procedures will be followed.

5. References

5.1 Internal

Code of Conduct
Feedback and Complaints Management Policy
Grievance and Dispute Settling Policy
Volunteer Agreement Template
Volunteer Evaluation Form
Volunteer Placement Procedure
Volunteer Orientation and Induction Checklist

5.2 External

Legislation

[Anti-Discrimination Act 1991 \(QLD\)](#)

[Work Health and Safety Act 2011 \(QLD\)](#)

[Racial Discrimination Act 1975 \(Commonwealth\)](#)

[Sex Discrimination Act 1984 \(Commonwealth\)](#)

[Human Rights and Equal Opportunity Commission Act 1986 \(Commonwealth\)](#)

[Disability Discrimination Act 1992 \(Commonwealth\)](#)

[Industrial Relations Act 2016 \(QLD\)](#)

[Information Privacy Act 2009 \(QLD\)](#)

Websites

Volunteering Queensland

www.volunteeringqld.org.au

Volunteering Australia

www.volunteeringaustralia.com

Not-for-profit Law Hub

www.nfplaw.org.au

Our Community

www.ourcommunity.com.au