

Anti-Discrimination Policy

Introduction

1. Altona U3A recognises that prohibiting discriminatory policies and practices is both a legal obligation and good practice.
2. Altona U3A 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

3. This document sets out Altona U3A 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.
4. This policy aims to foster an organisational culture that maximises access to membership and grows organisational performance.

Policy

5. *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.
6. *Equal Opportunity* consists of ensuring that all volunteers and members are given equal access to the services and benefits provided by Altona U3A Inc.
7. *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.
8. Altona U3A Inc. does not advocate, tolerate, condone or practise discrimination and regards as unfair, all forms of unlawful discrimination or vilification, including but not limited to that which relates to:

- Gender
- Race, colour, descent, and ethnic or national origin
- Age
- Religious or political beliefs or activities
- Disability

- Physical features
- Marital/domestic status/family roles
- Pregnancy and potential pregnancy
- Sexuality, transsexuality or transgender
- Trade union or employer association membership or activities
- Occupation
- Medical record
- Criminal record.

9. Altona U3A 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 engagement, and training and development opportunities for volunteers and/or intending volunteers.

10. All Altona U3A Inc.'s members and volunteers will comply with the principles expressed in this policy.

Responsibilities

11. Altona U3A Inc.'s Committee of Management will:

- Review the organisation's 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 accommodations 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

12. 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

13. It is the responsibility of Altona U3A Inc.'s Secretary to receive complaints about a breach of this policy and to bring it to the attention of the President.

14. Altona U3A Inc's President is responsible for ensuring that a complaint of a breach of this policy is handled in accordance with Altona U3A Inc.'s *Grievance Policy*.

Complaints Procedure

15. A person who believes they are being treated unfairly as a result of discrimination may report the matter to Altona U3A Inc.'s Secretary. The Secretary will inform the President immediately.

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

17. A four-level complaints procedure is outlined in the *Grievance Policy* which is also available on the Altona U3A Inc. website.

Authorisation

18. This policy was adopted by the Committee of Management of Altona U3A Inc. and minuted as such on 14 September 2020

19. This policy will be published by the Committee of Management of Altona U3A Inc. on its website within four weeks of the date of this authorisation.