

MANNINGHAM U3A INCORPORATED

ANTI-DISCRIMINATION POLICY

Introduction

1. Manningham U3A Incorporated recognises that prohibiting discriminatory policies and practices is good practice as well as a legal obligation.

Manningham U3A Incorporated endorses diversity, supports equal rights and equal opportunity, and does not advocate, support or practise discrimination based on characteristics such as race, religion, age, national origin, gender, sexual orientation or disability, whether covered by applicable legislation or not, except insofar as Manningham U3A Incorporated restricts membership to those who are retired or semi-retired individuals aged 55 years and over at enrolment.

Purpose

2. This document sets out Manningham U3A Incorporated's anti-discrimination policy and the governance structures, responsibilities and procedures to give effect to the policy and ensure the organisation complies with its obligations under legislation.
3. This policy aims to foster an organisation culture that optimises access to membership and promotes organisational performance.

Policy

4. 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.
5. Equal Opportunity consists of ensuring that all members are given equal access to the services and benefits provided by Manningham U3A Incorporated.
6. Victimisation is 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.
7. Victimisation will not be tolerated within Manningham U3A Incorporated.
8. Manningham U3A Incorporated 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:

- 8.1 gender
 - 8.2 pregnancy and potential pregnancy
 - 8.3 marital/domestic status
 - 8.4 disability
 - 8.5 race, colour, national extraction, social origin, descent, and ethnic or national origin
 - 8.6 age
 - 8.7 family responsibilities, family status, status as a parent or carer
 - 8.8 racial classification or caste
 - 8.9 sexuality, transsexuality or transgender
 - 8.10 religious or political beliefs or activities
 - 8.11 trade union or employer association membership or activities
 - 8.12 physical features
 - 8.13 occupation or calling
 - 8.14 medical record, including HIV/AIDS vilification
 - 8.15 criminal record.
9. Manningham U3A Incorporated is an equal opportunity manager of members. In all cases no factors other than performance and competence will be used as the basis for training and development opportunities for members.
 10. Manningham U3A Incorporated will ensure that its programs, policies, procedures, practices, publications and forms accord with the principles expressed in this policy.
 11. Manningham U3A Incorporated will make all reasonable accommodation to allow people who experience difficulties in their dealings with it to benefit equally from its activities.
 12. All of Manningham U3A Incorporated's members will be expected to comply with the principles expressed in this policy.

Procedures

13. Manningham U3A Incorporated's Committee of Management will:
 - 13.1 ensure a culture of anti-discrimination and equal opportunity compliance is promoted across the organisation.
 - 13.2 at least once a year review the organisation's practices and procedures to ensure that they adequately incorporate precautions against discrimination
 - 13.3 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
 - 13.4 periodically evaluate the effectiveness of the systems established to remove and/or prevent discrimination
 - 13.5. make reasonable accommodation to allow diverse groups to access benefits provided by membership of the organisation and its programs and activities
 - 13.6 constantly ensure that office bearers are aware of the content of this policy.
 - 13.7 analyse all reported breaches to identify systemic trends and ensure that any adverse trends are addressed
14. All members will be made aware of the organisation's anti-discrimination policy by its publication on the organisation's website and/or newsletter.

15. A person who believes they are being treated unfairly as a result of discrimination may report the matter to ManninghamU3A Incorporated's Secretary. The Secretary will document the complaint and take steps to inform the President immediately. An entry will be made in the Anti-Discrimination Report Ledger (confidential/electronic) showing the complaint ID, date complaint made, date complaint advised to President, brief outcome, and date outcome determined.
16. A report of discrimination will be investigated promptly, confidentially and fairly, in accordance with the Manningham U3A Incorporated's Grievance Policy.

Responsibility

17. Manningham U3A Incorporated's Committee of Management is responsible for:
 - 17.1 establishing, implementing, publishing, and reviewing this policy
 - 17.2 fostering equal opportunity and setting an example by their own behaviour
 - 17.3 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.
 - 17.4 ensuring reasonable accommodations are made to allow diverse groups to become members and participate in the organisation's programs and activities
 - 17.5 ensuring that allegations of discrimination or vilification are properly investigated.
18. It is the responsibility of all members and volunteers to:
 - 18.1 treat each other with respect and without regard to non-relevant criteria or distinctions
 - 18.2 familiarise themselves with this anti-discrimination and equal opportunity policy
 - 18.3 where appropriate, suggest ways in which practices, systems and procedures could be modified to reduce the likelihood of discrimination occurring.
19. It is the responsibility of Manningham U3A Incorporated's Secretary to receive complaints about a breach of this policy and to bring them to the attention of the President.
20. Manningham U3A Incorporated's President is responsible for ensuring that a complaint of a breach of this policy is handled in accordance with Manningham U3A Incorporated's Grievance Policy.

Authorisation

21. This policy was adopted by the Committee of Management of Manningham U3A Incorporated, and minuted as such, on 16 November 2015.

Related Manningham U3A Incorporated Policies:

- * Bullying Policy
- * Code of Conduct Policy
- * Health & Safety Policy
- * Privacy Policy
- * Risk Management Policy
- * Sexual Harassment Policy
- * Grievance Policy