



Anti-Discrimination Policy

Introduction

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

Purpose

3. This document sets out U3A Upper Yarra 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 organisation culture that maximises access to membership and grows organisational performance.

Definitions

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 U3A Upper Yarra 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.

Policy

8. U3A Upper Yarra 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
 - marital/domestic status
 - disability
 - race, colour, national extraction, social origin, descent, and ethnic or national origin

- age
 - family responsibilities, family status, status as a parent or carer
 - racial classification or caste
 - sexuality, trans sexuality or transgender
 - religious or political beliefs or activities
 - trade union or employer association membership or activities
 - physical features
 - occupation or calling
 - medical condition
 - criminal record
9. U3A Upper Yarra 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.
10. U3A Upper Yarra Inc will ensure that its programs, policies, procedures, practices, publications and forms accord with the principles expressed in this policy or any other U3A Upper Yarra Inc. policy document.
11. U3A Upper Yarra will make all reasonable accommodations to allow people who experience difficulties in their dealings with it to benefit equally from its activities.
12. All of U3A Upper Yarra Inc.'s members and volunteers will be expected to comply with the principles expressed in this policy

Procedures

13. U3A Upper Yarra 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, equal opportunity and non victimisation compliance is promoted across the organisation
14. All members and volunteers will be made aware of the organisation's anti-discrimination policy by its publication on the organisation's website, in documented form and/or newsletter.
15. A person who believes that they are being treated unfairly as a result of discrimination may report the matter to U3A Upper Yarra 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 "Disputes and Grievances" clause in the U3A Upper Yarra Inc's Rules of Association.

Responsibility

17. U3A Upper Yarra'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
18. 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
19. It is the responsibility of U3A Upper Yarra Inc's Secretary to receive complaints about a breach of this policy and to bring them to the attention of the President.
20. U3A Upper Yarra Inc's President is responsible for ensuring that a complaint of a breach of this policy is handled in accordance with U3A Upper Yarra's Grievance Procedure as set out in the organisation's Rules of Association.

Authorisation

This policy:

- has been prepared from policy guideline 06 – Anti Discrimination provided by U3A Network Victoria
- was adopted by the Committee of Management of U3A Upper Yarra Inc., and minuted as such, on **21st January 2016**
- will be published by the Committee of Management of Upper Yarra U3A on its website within 4 weeks of the date of this authorisation
- will be reviewed at a time no longer than three years from the above date of adoption

Related Policies

- Code of Conduct
- Health and Safety (Injury and Incident)
- Privacy
- Risk Management