

POLICY AND PROCEDURE

2.2: ANTI-DISCRIMINATION



POLICY

Cobram Community House endorses diversity and supports equal rights.

Cobram Community House does not advocate, support or practice discrimination based on race, religion, age, national origin, language, sex, sexual orientation, or mental or physical handicap, except where affirmative action may be required to redress individual or social handicaps.

Cobram Community House will make all reasonable accommodations to allow people who experience difficulties to benefit equally in their dealings with the organisation.

a. Supporting Documentation/Forms/Links

- [1.5: Legislative Compliance Policy](#)
- [2.2: Anti-Discrimination Policy](#)
- [2.3: Access and Equity Policy](#)
- [2.4: Bullying Policy](#)
- [7.1: Occupational Health & Safety Policy](#)
- [2.1: Code of Ethics Policy](#)
- [2.5: Privacy Policy](#)

b. Definitions

EO – Executive Officer

CCH – Cobram Community House

c. Scope

Cobram Community House Anti-discrimination Policy is applicable to all employees, volunteers and Board of Management.

d. Purpose

This document sets out;

- Cobram Community House's policy against discrimination
- The governance structures, responsibilities and processes that have been established to give effect to that policy.

PROCEDURES

a. Responsibilities

I. The Board of Management will:

- Regularly review the leadership and commitment given to eliminating discrimination through active promotion of the organisation's Anti-Discrimination Policy.
- Monitor performance by way of periodic management reports and assurances.

II. The Executive Officer will:

- Ensure that
 - the organisation's practices and processes incorporate precautions against discrimination in such areas as hiring, client selection, and program delivery;
 - Reasonable accommodations are made to allow diverse groups to access benefits provided by the organisation;
 - Where appropriate, weight is given to the culture and experiences of individuals from disadvantaged groups.
- Where appropriate, delegate responsibility for compliance to officers with responsibility for particular sections.
- Oversee the performance of subordinate officers in these matters.
- Review and report to the Board of Management, as appropriate, on the effectiveness of the management systems established to remove discrimination.
- Analyse material breaches and identified compliance system weaknesses for systematic trends and ensure that any adverse trends are addressed.
- Promote a culture of effective policy compliance across the organisation.

III. All employees and volunteers at all levels will:

- Ensure that they are aware of the organisation's policy against discrimination.
- Where appropriate, suggest ways in which practices, systems and procedures could be improved so as to reduce the likelihood of discrimination occurring.

b. Process

- I. The EO will initially review the organisation's procedures in all areas to ensure that these are in accordance with the principles expressed in this policy, and will report to the Board of Management on this matter.
- II. The EO will review any changes to the organisation's procedures in all areas to ensure that these are in accordance with the principles expressed in this policy.
- III. Staff and volunteers will follow these procedures.

Modification History

All Documents at CCH are version controlled as per policy [8.2: Document Control](#)

<i>Current Version Date</i>	<i>Policy Name</i>	<i>Comments</i>
Ratified: 20/02/2013 Last Review: 23/09/2014	2.2: Anti-discrimination	
<i>Previous Version Dates</i>	<i>Policy Name</i>	<i>Comments</i>
2006	CCHPP 2.1 Compliance with relevant Commonwealth, State/Territory legislation and Regulatory Requirements	
Dec 2004	Sexual Harassment and Equal Opportunity	

End of Policy 2.2: Anti-Discrimination