

The Duke of Edinburgh's Award in Australia



National Policy

Policy Topic	ANTI-DISCRIMINATION AND HARASSMENT AUTHORITY TO OPERATE
Policy Number	1.18
Date issued	2003
Source of Authority	ACC Minutes
Dates	12 April 2002
Review Date	2005

Preamble:

The National Award Authority is dedicated to providing a safe working environment for the Duke of Edinburgh's Award in Australia.

This Policy recognises that all States have their own anti-discrimination legislation. In respect of the Australian Award Office the NSW Anti-Discrimination Act 1977, applies in addition to the Federal Act.

Purpose of the Policy:

This policy aims to maintain appropriate standards of professional conduct and prevent unlawful discrimination and harassment in the workplace.

Definition:

"Discrimination and harassment" occur when a person is discriminated against or harassed in certain areas of public life because of their race, colour, descent or national or ethnic origin, as defined under the Racial Discrimination Act 1992, or because of their sex, marital status, pregnancy as defined under the Sex Discrimination Act 1994, or because of disability as defined under the Disability Discrimination Act 1992, and some grounds under Human Rights and Equal Opportunity Act 1986.

Policy:

- (1) The National Award Authority is committed to ensuring a working environment free from discrimination and harassment for Duke of Edinburgh's Award in Australia employees, contractors, volunteers and visitors.
- (2) The National Award Authority will promote and sponsor a culture where of any kind of discrimination or harassment is not tolerated. Disciplinary action will be taken

against any employee (or agent) who breaches this policy. All employees share responsibility for implementing this Policy.

- (3) To achieve the commitment in this Policy the National Award Authority will:
- a. Actively comply with all relevant anti-discrimination and equal opportunity legislation, as a minimum;
 - b. Demonstrate commitment and leadership through the Australian Award Office management;
 - c. Implement awareness raising strategies to ensure employees, contractors and national volunteers know their rights and responsibilities;
 - d. Provide an effective procedure for complaints;
 - e. Treat all complaints in a sensitive, fair, timely and confidential manner;
 - f. Encourage the reporting of behaviour which breaches the discrimination and harassment;
 - g. Allocate resources to meet the commitments of this Policy.
- (4) National licensing documentation will make reference to this Policy.

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National Chairman