



Islamic Relief
Australia

ISLAMIC RELIEF AUSTRALIA

Anti-Discrimination Bullying and
Harassment Policy v1.1

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1. VERSION CONTROL

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| V1 | 3 March 2022 | 1 st Draft of the policy | |
| V1.1 | 03 May 2022 | Adopted new template, added Version control section and table of contents. Moved definitions section to the top of the document. | |
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2. DEFINITIONS

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|--------------------------|---|
| Bullying | When people repeatedly and intentionally use words or actions against someone or a group of people to cause distress and risk to their wellbeing. These actions are usually done by people who have more influence or power over someone else, or who want to make someone else feel less powerful or helpless. |
| Discrimination | Treating, or proposing to treat, someone unfavourably because of a personal characteristic protected by the law, directly or indirectly because of their age, gender, race, physical characteristics and other (full list of attributes protected by law are listed at www.fairwork.gov.au) |
| Harassment | Unwanted and unwelcome behaviour towards another person particularly relating to disability, race or sexual in nature which, which makes a person feel offended, humiliated or intimidated. |
| Sexual Harassment | refers to unwanted sexual approaches and references and falls under the scope covered under PSEAH Policy and Procedure. (see PSEAH policy) |
| Victimisation | is subjecting or threatening to subject someone to a detriment because they have asserted their rights under equal opportunity law, made a complaint, helped someone else make a complaint, or refused to do something because it would be discrimination, sexual harassment or victimisation. Victimisation is against the law. |

3. INTRODUCTION

Islamic Relief Australia (IRAUS) is committed to providing a safe, flexible and respectful environment for staff and beneficiaries free from all forms of discrimination, bullying, harassment in line with, human rights, equal opportunity and Worksafe legislation and regulation.

4. POLICY STATEMENT

This Policy sets to define matters relating to discrimination, bullying, harassment and sets out a process for managing and reporting breaches relating to the defined terms.

5. SCOPE

- Board members
- All staff, including: managers and supervisors; full-time, part-time or casual, temporary or permanent staff; job candidates; student placements, apprentices, contractors, sub-contractors and volunteers.
- On-site, off-site or after hours work; work-related social functions; conferences – wherever and whenever staff may be as a result of their Islamic Relief Australia duties.
- Posting to social media and internet platforms.

4. EXCLUSIONS

None

5. OBJECTIVES

To ensure that all IRAUS staff and board members are aware of their rights and responsibilities under Equal Opportunity Standards relating to the matters of anti-discrimination, bullying, harassment.

6. POLICY IN ACTION

6.1 Roles and Responsibilities

In general any person(s) who work with or for IRAus or is involved in any way in IRAus's programs and services including recipient of the services is entitled to be treated with dignity and respect and not be the recipient of bullying, harassment or discrimination from any party.

All staff are entitled to:

- recruitment and selection decisions based on merit and not affected by irrelevant personal characteristics (such as race, age, gender and as defined (see discrimination));
- work free from discrimination, bullying, sexual harassment, and racial and religious vilification;
- the right to raise issues or to make an enquiry or complaint in a reasonable and respectful manner without being victimised (see Grievance Policy and Procedure).

All staff must:

- follow the requirements of the Code of Conduct
- offer support to people who experience discrimination, harassment or vilification;
- respect the confidentiality of complaint resolution procedures; and
- treat everyone with dignity, courtesy and respect.

Additional Responsibilities of Managers and Supervisors

Managers and supervisors must also:

- model appropriate standards of behaviour;
- take steps to educate and make staff aware of their obligations under this Policy and the law;
- intervene quickly and appropriately when they become aware of inappropriate behaviour;
- act fairly to resolve issues and enforce workplace behavioural standards, making sure relevant parties are heard;
- refer to grievance process about breaches of this Policy to the appropriate complaint handling officer for investigation (See Grievance Policy & Procedure)
- ensure employees and volunteers who raise an issue or make a complaint are not victimised or disadvantaged in their employment, (Refer to IRAus Grievance Policy)
- ensure that recruitment decisions are based on merit in line with Equal Opportunity Principles and that no discriminatory requests for information are made; and

6.2 Dealing with breaches – unacceptable conduct

Discrimination, bullying, harassment, and racial and religious vilification are unacceptable at Islamic Relief Australia. Any proven breaches will be handled in line with IRAus's Disciplinary policy and IRAus Managing Unsatisfactory Work Performance Procedure.

6.3 Confidentiality

Staff are encouraged to raise concerns or complaints if any, following the guidelines as per the Grievance Policy And the information will be treated in confidence.

Breaching the confidentiality of a formal complaint investigation or inappropriately disclosing personal information obtained in a professional role (for example, as a manager) is a serious breach of this Policy and may lead to formal disciplinary procedures

6.4 Resolving issues at Islamic Relief Australia

IRAus strongly encourages any staff member who believes they have been discriminated against, bullied or harassed, sexually harassed, vilified or victimised to take prompt and appropriate action by first seeking counsel from their manager..

Any matters relating to SEAH (sexual harassment, exploitation and abuse) must be reported immediately as per the organisational PSHEAH Policy and Procedure.

Staff who do not feel safe or confident to take such action may seek assistance from the Director of Corporate Services

7. RELATED DOCUMENTS

PSEAH Policy & Procedure

Code Of Conduct

Disciplinary Procedure

Grievance Handling Policy & Procedure

Managing Unacceptable Performance Procedure

Safeguarding Policy

Social Media Policy

Working with Vulnerable People

Anti-Discrimination Act 1977 (NSW)

Anti-Discrimination Act 1991 (Qld)

Equal Opportunity Act 2010 (Vic)

Disability Discrimination Act 1992 (Cth)

Racial and Religious Tolerance Act 2001 (Vic)

Racial Discrimination Act 1975 (Cth)

Sex Discrimination Act 1984 (Cth)

END OF POLICY DOCUMENT