

WMR Anti-Discrimination, Equal Employment Opportunity & Gender Equality Policy

Policy Number:	RES03	Version Number:	1.0
Date Approved:	12/02/2020	Approved By:	WMR Board
Date For Review:	12/02/2021	Ownership:	SENIOR RESEARCH MANAGER

1. POLICY STATEMENT

Wesley Medical Research (WMR) is an equal opportunity employer and seeks to provide workplaces that are free from bullying, harassment, victimisation and discrimination in any form.

2. PURPOSE

WMR aims to provide an environment where Workplace Participants are treated fairly and with respect, are free from unlawful discrimination, harassment, victimisation and bullying. WMR aims to ensure that when employment decisions are made, they are based on merit, not on irrelevant attributes or characteristics that an individual may possess. WMR also tries to create a work environment which promotes good working relationships and gender equality.

3. SCOPE

This Policy covers all staff members of WMR (whether full-time, part-time or casual) and all persons performing work at the direction of, in connection with, or on behalf of WMR (for example board directors, committee members, contractors, subcontractors, honorary fellows, volunteers, consultants and temporary staff), collectively referred to in this Policy as 'Workplace Participants'. This Policy is not limited to the workplace or working hours, and will include all work related events, including lunches, functions, fundraising events, meetings and conferences. Equal Employment Opportunity (EEO) laws apply to all areas of employment, as well as the provision of goods and services.

4. EQUAL OPPORTUNITY LAWS

Under EEO laws, discrimination, vilification, sexual harassment, victimisation and bullying are unlawful and strictly prohibited. Refer to Definitions in Section 12 below.

5. GENDER EQUALITY IN THE WORKPLACE

WMR aims to fulfil its obligations under the Gender Equality Act 2012 (Cth) ('the Act'), by developing and implementing practices which will attempt to eliminate discrimination and contributing to gender equality in employment and in the workplace. This includes:

- Promote and improve gender equality (including equal remuneration between women and men) in employment and in the workplace;
- Support employers to remove barriers to the full and equal participation of women in the workplace, in recognition of the disadvantaged position of women in relation to employment matters;
- Promote amongst employers, the elimination of discrimination on the basis of gender in relation to employment matters (including in relation to family and caring responsibilities);
- Foster workplace consultation between employers and employees on issues concerning gender equality in employment and in the workplace;
- Improve the productivity and competitiveness of Australian business through the advancement of gender equality in employment and in the workplace.

6. CONTACT OFFICER

The Contact Officer is an additional point of contact for Workplace Participants with enquiries related to discrimination or harassment in the workplace. The Contact Officer provides assistance to Workplace Participants who may have been subjected to discrimination or harassment and supports WMR's management in the prevention and elimination of such behaviour in the workplace.

7. PROCEDURE FOR GRIEVANCE HANDLING

If a Workplace Participant feels that they have been subjected to any form of unlawful conduct contrary to EEO or Gender Equality laws or this Policy, they should not ignore it. Options available to staff who believe they have been subjected to discrimination or harassment include:

- Addressing the issue with the person concerned if the Workplace Participant is comfortable doing so;
- Reporting the issue to their Line Manager;
- Reporting the issue to UnitingCare Human Resources.

If an employee is uncertain about how to handle a situation and is also unsure if they want to make a complaint they should contact UnitingCare Human Resources (refer to Section 11 for contact details) for support and guidance.

Depending on the nature of the allegation, a formal or informal grievance procedure may be followed. All parties involved in the procedure should make all efforts to maintain confidentiality, unless it becomes necessary to speak with other personnel as part of an investigation.

Where an investigation results in a finding that a person has engaged in unlawful conduct or breach of this Policy, the WMR General Manager in consultation with UnitingCare Human Resources will determine disciplinary action.

8. WORKPLACE PARTICIPANT'S ROLE

- All Workplace Participants must:
 - Understand and comply with this Policy;
 - Ensure they do not engage in any unlawful conduct towards other Workplace Participants, customers/clients or others with whom they come into contact through work;
 - Ensure they do not aid, abet or encourage other persons to engage in unlawful conduct;
 - Follow this Policy and Procedure if they experience any unlawful conduct;
 - Report any unlawful conduct they see occurring to others in the workplace in accordance with the Procedure for Grievance Handling; and
 - Maintain confidentiality if they are involved in the grievance procedure.
- Workplace Participants should be aware that they can be held legally responsible for their unlawful conduct.
- Workplace Participants, who aid, abet or encourage other persons to engage in unlawful conduct, can also be legally liable.

9. WHAT TO DO IF A WORKPLACE PARTICIPANT IS NOT SATISFIED WITH THE OUTCOME AFTER LODGING A GRIEVANCE

- If any of the parties are not satisfied with the way the grievance was handled or the outcome of the grievance process, they can contact the WMR General Manager. The grievance handling process and/or the outcome may then be reviewed by the General Manager. If a review is undertaken, the General Manager's decision will be final.
- WMR's goal is to resolve issues in-house whenever possible. Workplace Participants can seek the assistance of an outside agency if they feel that their grievance has not been adequately addressed.

10. BREACH OF THIS POLICY

- All Workplace Participants are required to comply with this Policy at all times. If an employee breaches this Policy, they may be subject to disciplinary action. In serious cases, this may include termination of employment. Agents and contractors (including temporary contractors) who are found to have breached this Policy may have their contracts with WMR terminated or not renewed.
- If a person makes an unfounded complaint or a false complaint in bad faith (e.g. making up a complaint to get someone else in trouble or making a complaint where there is no foundation for the complaint), that person may be disciplined and may be exposed to a defamation claim.

11. MORE INFORMATION

- If a Workplace Participant is unsure about any matter covered by this Policy, or requires more information about workplace bullying they should seek the assistance of their Line Manager or the UnitingCare People and Performance General Human Resources contact at phone 1300 136 757 or email peopleadvisory@ucareqld.com.au
- Contacts for outside agencies: Australian Human Rights Commission Toll Free: 1300 656 419 or Queensland Human Rights Commission Toll Free: 1300 130 670

12. DEFINITIONS

Bullying	Repeated and unreasonable behaviour directed towards a person or a group of people that creates a risk to health and safety.
Discrimination	<p>Direct Discrimination:</p> <ul style="list-style-type: none"> • Occurs when a person or people is treated unfairly or is harassed because of an attribute or personal characteristic, such as: age, disability, family responsibilities, gender, race, nationality, cultural background, political belief or activity, pregnancy, breast feeding, relationship status, religious belief or activity, sexual orientation, union activity. <p>Indirect Discrimination:</p> <ul style="list-style-type: none"> • Occurs when an employer imposes a Policy, requirement, or condition, which applies to everyone equally but in fact operates to disadvantage a particular group because of a characteristic of that group, such as their gender, age, race (i.e. a prohibited ground of discrimination). • Occurs where a Workplace Participant harasses another person based on a ground of discrimination, which is unwelcome conduct that a reasonable person would expect to offend, humiliate or intimidate.

Fair	Free from bullying, harassment, victimisation and discrimination.
Grievance	Complaint by a staff member about a problem or concern in relation to something affecting his or her employment with WMR, which they seek to resolve.
Harassment	Unwelcome behaviour that intimidates, offends or humiliates a person or group of people because of any personal characteristic.
Sexual Harassment	Any unwelcome conduct of a sexual nature that is done either to offend, humiliate or intimidate another person, or where it is reasonable to expect the person might feel that way. It includes uninvited physical intimacy such as touching in a sexual way, uninvited sexual propositions, and remarks with sexual connotations.
Victimisation	The unfair treatment of another person or group of people as a result of an action taken by those people or an individual.
Vilification	A public act which incites hatred, severe contempt or severe ridicule of a person or group, because of race, religion, sexuality or gender identity.
Workplace Participant	All staff members of WMR (whether full-time, part-time or casual) and all persons performing work at the direction of, in connection with, or on behalf of WMR (for example board directors, committee members, contractors, subcontractors, honorary fellows, volunteers, consultants and temporary staff)

13. REFERENCES

- Criminal Code 1889 (Qld)
- Crimes Act 1914 (Cth)
- Fair Work Act 2009 (Cth)
- Age Discrimination Act 2004 (Cth)
- Equal Opportunity for Women in the Workplace Act 1999 (Cth)
- Australian Human Rights Commission Act 1986 (Cth)
- Sex Discrimination Act 1984 (Cth)
- Racial Discrimination Act 1975 (Cth)
- Disability Discrimination Act 1992 (Qld)
- Queensland Anti-discrimination Act 1991 (Qld)
- Work Health and Safety Act 2011 (Qld)

14. RELATED DOCUMENTS

- UnitingCare Disciplinary and Performance Management Procedure V1