

# ANTI DISCRIMINATION AND HARASSMENT POLICY



YellowBridge QLD endorses diversity, supports equal rights, and does not advocate, support or practice discrimination based on race, religion, age, national origin, language, sex, sexual orientation, or mental or physical handicap, whether covered by applicable legislation or not.

YellowBridge QLD recognises it is the right of every employee and Board member to be able to attend work and to perform their duties without being subjected to any form of discrimination or harassment.

Discrimination in employment is specifically prohibited, and harassment does not have any legitimate workplace function. YellowBridge QLD will not tolerate any form of discrimination, harassment or victimisation under any circumstances; and fully committed to our obligations to eliminate discrimination and harassment in the workplace and in customer relations

Where an employee or Board member is found to have breached the provisions of this policy, disciplinary action will be taken against the individual, which can include the termination of the Board position or the employee's employment (as applicable).

YellowBridge QLD strongly encourages any Board member or employee who feels they have been discriminated against, victimised or harassed to take action, preferably by making it clear that such behaviour is unwelcome and offensive – alternatively, or in addition, follow the Company's policies and procedures pertaining to complaints and grievances resolution.

Any reports of discrimination or harassment will be treated seriously and promptly with sensitivity and complete confidentiality. Complainants have the right to determine how to have a complaint treated, have support or representation throughout the process, and the option to discontinue a complaint at any stage of the process.

The alleged harasser will be given the right to have a support person of their own during any investigation procedures, for representation and advice throughout the process and to respond fully to any formal allegations made. There will be no presumptions of guilt and no determination made until a full investigation has been completed.

No employee or Board member will be treated unfairly as a result of complaining of discrimination or harassment. Disciplinary action may be taken against anyone who victimises or retaliates against a person who has complained of discrimination or harassment.

## Related Policies

- Code of Conduct
- Confidentiality and Privacy Policy
- Legislative Compliance Policy
- Grievance Policy
- Equal Employment Opportunity Policy
- Workplace Health & Safety Policy
- Governance Policy

## Related Procedures

- Grievance

## Related Documents

- Anti-Discrimination Act 1991 (QLD)
- Certificate of Approval – AS/NZS ISO 9001-2008: Quality Management Requirements

## Quality Framework References

- Standards 1 & 6 – Human Services Quality Framework
- Standard 1 – Community Care Common Standards
- Standards 4, 5 & 6 – National Regulatory Code Community Housing

## ISO 9001:2008 Quality Management Standards References

- 4.1 – General Requirements
- 4.2 – Documentation Requirements
- 5 – Management Responsibility
- 5.4 – Planning
- 5.6 – Management Review
- 8 – Measurement, Analysis and Improvement

## Policy Approval Authority

- YellowBridge QLD Ltd Board

## Policy Custodian

Some forms of severe harassment (e.g. physical attack, obscene phone calls), may constitute criminal conduct. While YellowBridge QLD is committed to treat most harassment complaints at a company level as far as possible, this type of conduct is not suited to internal resolution. Such complaints should be treated by the criminal justice system. In these circumstances, YellowBridge QLD should seek police support or intervention.

- Chief Executive Officer