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3.11 Child Care Services Taree & Districts Inc.

Equal Opportunity and Discrimination Policy

Child Care Services Taree & Districts Inc. (CCSTD) is committed to treating all individuals with dignity and respect. CCSTD agrees that equality in employment opportunity and a discrimination-free workplace are fundamental rights that must be applied to every aspect of work life. It is also good management practice, supported by legislation and the NDIS Guidelines and Standards.

Equal opportunity and Anti-Discrimination principles apply to conditions of employment, contracts and relationships in the workplace, the evaluation of performance and the opportunity for training and career development. CCSTD will support freedom of expression, active decision making and a service free from discrimination.

The Purpose of the Policy

Child Care Services Taree & Districts Inc. will ensure that there are fair and equitable employment/contract conditions and treatment in the workplace. In all workplace matters staff, support workers and volunteers are treated equally on the basis of skills and merit. The organisation is committed to ensuring workplace relationships are discrimination-free. CCSTD will endeavour to understand, respect and facilitate individual interests and preferences, in relation to work, learning, social activities and community connection.

Definitions

Direct Discrimination - Direct discrimination occurs when a person treats another person less favourably than he or she treats, or would treat, someone else in the same or similar circumstances, because of one or more of the grounds set out in the Equal Opportunity Act.

Indirect Discrimination - Indirect discrimination occurs when a rule, practice or policy that appears on its face to be neutral, in effect has a disproportionate and disadvantageous impact on individuals who share a particular attribute (e.g. family responsibility) recognised as a ground under the Equal Opportunity Act.

Grounds of Discrimination

- **Age** – being regarded as too young or too old;
- **Breastfeeding** - being asked not to feed, or to use other facilities to breast or bottle feed;
- **Family responsibility** – having a caring role;
- **Family status** – being a relative of a particular person or having the status of being a particular relative;
- **Gender history** – having reassigned gender as certified under the Gender Reassignment Act 2000;
- **Impairment** – having a physical, intellectual or mental disability that is current, past or imputed;
- **Marital status** – being single, married, a de facto partner, separated, divorced or widowed;
- **Political conviction** – including a lack of conviction;
- **Pregnancy** – being pregnant, having a characteristic associated with pregnancy or generally imputed to persons who are pregnant;
- **Race** – including colour, ethnicity or national origin or descent;

- **Racial harassment** – including offensive or insulting comments or other behaviour about a person’s colour, ethnic background or origin;
- **Religious conviction** – including a lack of conviction;
- **Sex** – being male, female or intersex;
- **Sexual harassment** – including unwelcome requests for sexual favours, touching and comments about a person’s private relationships;
- **Sexual orientation** – including heterosexuality, homosexuality, lesbianism, bisexuality, transgender or assumed sexual orientation;
- **Spent conviction** - the Commission can investigate discrimination on the ground of spent convictions under the Spent Convictions Act 1988.

Staff, Workers and Volunteer Expectations

Child Care Services Taree & Districts Inc. expects that staff, support workers and volunteers will;

- Develop skills and capabilities which are aligned with NDIA standards at the appropriate level.
- Participate in staff development review process in partnership with your co-ordinator, including an annual review of your past development and identification of future plans;
- take personal responsibility to update your specific expertise on a regular basis, as appropriate to the nature of your job;
- Identify any training and development opportunities and raise these with management for their consideration.
- Contribute to team staff development where appropriate
- Keep a record of your staff development activity.

Objectives

CCSTD will apply the principles of Equal Opportunity to practices including but not limited to:

- Recruitment and Selection;
- Appointment;
- Promotion;
- Conditions of Employment;
- Access to Higher Duties;
- Training and Development;
- Delivery of our Services; and
- Provision of facilities.

Through this we aim to promote equal employment opportunity for all persons, encourage the reporting of behaviour that breaches this policy, and promote appropriate standards of conduct at all times.

Responsibilities

The responsibilities of CCSTD are, but not limited to;

Maintaining a current written policy on Equal Opportunity and Discrimination that covers all Committee members, staff, support workers, volunteers, participants and their families, carers, contractors and visitors to CCSTD and their activities.

- Ensuring that all workers are aware of the existence of the Equal Opportunity and Discrimination Policy and have access to the policy.
- Ensuring rules, policies and behaviours do not disadvantage anyone.
- Promoting a workplace culture that values and encourages diversity in terms of its employees, workers and volunteers, service delivery and decision making processes.

- Implementing Equal Opportunity and Discrimination training during induction and refresher training for all workers to ensure that all staff, support workers and volunteers know their rights and responsibilities.
- Recruiting new staff, support workers and volunteers on merit and on a fair and open basis as per the relevant policy.
- Providing support and training where required.
- Promptly investigating, remedying and documenting any grievances of CCSTD staff, support workers, volunteers, participants and their families, carers, contractors and visitors.

The Responsibilities of Committee Members, Staff, Support Workers, Volunteers, Participants and their families, carers, contractors of CCSTD are;

- Abiding by CCSTD policies and working towards creating a workplace free of harassment, discrimination, bullying, vilification and victimisation.
- Speaking up and encouraging others to speak up if they observe inappropriate behaviour.

Breach of Standards/Policy

Where a staff member, support worker or volunteer is in breach of the Equal Opportunity and Discrimination Policy, the person may be subject to formal disciplinary action in accordance with CCSTD's policy and procedure.

Where a committee member, participant and participant's family, carer, contractor or visitor is in breach of the Policy, CCSTD service manager or the committee as appropriate will take suitable action and may require the persons concerned to leave the premises or service.

Relevant Legislation and Standards

- NDIS Practice Standards
- NDIS Code of Conduct
- NSW Disability Service Standards (NSW DSS)
- NDIS Terms of Business
- Privacy and Personal Information Act 1988 (NSW)
- The Disability Inclusion Act 2014 (NSW) and Disability Inclusion Regulation 2014 (NSW)
- Mental Health Act 2007 (NSW)
- Ombudsman Act 1974 (NSW)
- NDIA National Quality and Safeguards Policy 2018
- Disability Discrimination Act 1992
- Anti-Discrimination Act 1977(NSW)
- Criminal Records Act 1991(NSW)
- Work Health and Safety Act 2011(NSW)
- Children and Young Persons (Care and Protection) Act 1998