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## **2.3 Child Care Services Taree & Districts Inc.**

### **Harassment, Discrimination and Workplace Bullying**

**Child Care Services Taree and Districts Inc. (CCSTD) believes the quality of life is about cooperation, communication, coordination, teamwork and respect for other people within the organisation. CCSTD also recognises the need to respect and value the diversity of the workforce and is committed to facilitating that diversity by preventing and eliminating harassment, discrimination and bullying.**

**CCSTD commitment to a workplace free of any kind of bullying, discrimination or harassment aims to ensure that all stakeholders and prospective staff and workers receive equitable treatment in all aspects of the employment relationship including;**

- **Recruitment and selection**
- **Procedural justice**
- **Employment conditions**
- **Career development**

#### **The Purpose of the Policy:**

Child Care Services Taree & Districts Inc. is committed to ensuring a workplace free of discrimination, bullying and harassment.

The objectives of the Harassment, Discrimination and Workplace Bullying Policy are to;

- Meet the requirements of equal employment opportunity and anti-discrimination laws;
- Provide a pleasant, harassment-free working environment for all stakeholders
- Endeavour to ensure that all staff, support workers, participants, families, volunteers and other stakeholders are treated with fairness, respect, equality and dignity and treat others with these ideals;
- Encourage good working relationships between staff, support worker.
- Apply the key principles of equitability to all of CCSTD current and future people management policies and practices; and
- Encourage all staff, support workers to accept responsibility for ensuring that the principles outlined in this policy are an integral part of the culture of the workplace, including reporting of behaviour that breaches the policy.

The Harassment, Discrimination and Workplace Bullying Policy establishes the organisation's behavioural expectations of its employees with regard to:

- Equal Opportunity
- Discrimination
- Sexual Harassment
- Racial Harassment
- Workplace Bullying
- Victimisation
- Vilification

#### **Managers are Responsible for:**

- Promoting a culture free from Discrimination, Bullying and Harassment;
- Ensuring staff, support workers aware of what action to take if they believe they have been subjected to, or witness to, inappropriate behaviour;
- Treating all complaints seriously, investigating and resolving issues in so far as they are able.

## Workers Responsibility

Workers are responsible for complying with the Harassment, Discrimination and Workplace Bullying Policy e.g. they are not to discriminate against others, harass, bully or vilify others, and must cooperate with respect to any action taken to comply with requirements under all relevant legislation.

Consequences for non-compliance may include some or all of the following:

- A disciplinary procedure
- Enforcement of a probationary period
- Dismissal
- Formal training and coaching

The Complainant	The Respondent
<ul style="list-style-type: none"> <li>• Is to have their complaint treated informally or formally, at their option.</li> <li>• Is to have their complaint investigated and conciliated if requested.</li> <li>• May have support or representation throughout the process.</li> <li>• Is to be able to express concerns without fear of retribution or of suffering detriment.</li> <li>• May withdraw a complaint.</li> <li>• Is to have the situation remedied.</li> <li>• Is to have the matter kept confidential on a “need to know” basis.</li> </ul>	<ul style="list-style-type: none"> <li>• Is to be informed of what he/she is accused of and who is making the allegations.</li> <li>• Is to respond to the allegations.</li> <li>• Is to be afforded fair treatment and procedures.</li> <li>• Is not to be prejudged or discriminated against.</li> <li>• May have support or representation throughout the process.</li> <li>• Is not to be dismissed unfairly or otherwise treated unfairly, harshly or unreasonably (taking into account all the circumstances).</li> <li>• Is to have the matter kept confidential on a “need to know” basis.</li> <li>• Is to be protected from defamation and malicious complaints.</li> </ul>

## Relevant Legislation and Standards

- NDIS Practice Standards
- NDIS Code of Conduct
- NSW Disability Service Standards (NSW DSS)
- NDIS Terms of Business
- 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
- Sex Discrimination Act 1984
- Racial Discrimination Act 1975
- Age Discrimination Act 2004
- Disability Discrimination Act 1992
- Australian Human Rights Commission Act 1986

- Workplace Gender Equality Act 2012
- Fair Work Act 2009
- Anti-Discrimination Act 1977 (NSW)
- Criminal Records Act 1991 (NSW)
- Work Health & Safety Act 2011 (NSW)