

## ANTI-DISCRIMINATION POLICY

Policy number	P001	Version	001
Drafted by	K & L Noble	Committee approved	<<insert date>>
Responsible person	Chairperson	Scheduled review date	2022 AGM

### INTRODUCTION

Clarence Native Bees Inc 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, except where affirmative action may be required to redress individual or social handicaps of people from disadvantaged groups.

### PURPOSE

This document sets out:

- Clarence Native Bees Inc's policy against such discrimination
- The governance structures, responsibilities and processes that have been established to give effect to that policy.

### POLICY

Clarence Native Bees Inc does not advocate, support or practice discrimination based on race, religion, age, national origin, language, sex, sexual orientation, or mental or physical handicap or any other personal attribute protected by law, except where affirmative action may be required to redress individual or social handicaps. Clarence Native Bees Inc will make all reasonable accommodations to allow people who experience difficulties in their dealings with the organisation to benefit equally from its work.

### AUTHORISATION

<<Signature of Board Secretary>>  
<<Date of approval by the Board>>  
Clarence Native Bees Inc

Policies can be established or altered only by the Committee.  
Procedures may be altered by the Chairperson.

## ANTI-DISCRIMINATION PROCEDURES

Procedure number	P001	Version	V1
Drafted by	K & L Noble	Committee approved	<<insert date>>
Responsible person	Chairperson	Scheduled review date	2022 AGM

### RESPONSIBILITIES

#### 1. The Committee will:

- Regularly review the leadership and commitment given to eliminating discrimination through active promotion of the organisation's Anti-Discrimination Policy.
- Monitor performance by way of periodic management reports and assurances.

#### 2. The Chairperson will:

- Ensure that:
  - the organisation's practices and processes incorporate precautions against discrimination in such areas as hiring, client selection, and program delivery;
  - Reasonable accommodations are made to allow diverse groups to access benefits provided by the Clarence Native Bees Inc;
  - Where appropriate, weight is given to the culture and experiences of individuals from disadvantaged groups.
- Where appropriate, delegate responsibility for compliance to officers with responsibility for particular sections.
- Oversee the performance of subordinate officers in these matters.
- Review and report to the Committee, as appropriate, on the effectiveness of the management systems established to remove discrimination.
- Analyse material breaches and identified compliance system weaknesses for systematic trends and ensure that any adverse trends are addressed.
- Promote a culture of effective policy compliance across the organisation.

#### 3. All staff and volunteers at all levels will:

- Ensure that they are aware of the organisation's policy against discrimination;
- Not act in a manner that would be considered to be discriminatory pursuant to this policy or any applicable legislation;
- Where appropriate, suggest ways in which practices, systems and procedures could be improved so as to reduce the likelihood of discrimination occurring.

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Procedures may be altered by the Chairperson.

## PROCESSES

The Chairperson will initially review the organisation's procedures in all areas to ensure that these are in accordance with the principles expressed in this policy and will report to the Board on this matter.

The Chairperson will review any changes to the organisation's procedures in all areas to ensure that these are in accordance with the principles expressed in this policy.

Staff and volunteers will follow these procedures.

## RELATED DOCUMENTS

- P002 - Equal Employment Opportunity Policy
- P003 - Sexual Harassment Policy
- P004 – Bullying Policy
- P005 - Legislative Compliance Policy
- P006 – Staff Grievances & Dispute Resolution Policy
- P009 - Work Health & Safety Policy
- P010 - Privacy Policy

## AUTHORISATION

<Signature of Policy Officer>

Chairperson

<Date>

Clarence Native Bees Inc

**Policies** can be established or altered only by the Board: **Procedures** may be altered by the CHAIR.

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