

WAGGA WAGGA COMMUNITY MEDIA INCORPORATED (WWCMI)

Equality, Diversity, Discrimination, Harassment (including Sexual Harassment) and Bullying Policy

Triple A FM Values

Wagga Wagga Community Media Inc (WWCMI) values are integral to everything that we do, and underpin our commitment to equality and diversity in all workplace practices

- We lead the way;
- We do what's right;
- We care for each other;
- We take responsibility; and
- Commitment.

It is WWCMI's Media's policy that all volunteers be afforded:

1. Equal and fair opportunities in recruitment, terms and conditions, development, promotions, and termination of membership; and
2. A fair and safe working environment.

WWCMI will ensure that no person or group of people will be treated less favourably than another on discriminatory grounds and that all decisions will be based on merit. Volunteers are to be treated according to their skills, qualifications, competencies and potential.

WWCMI Inc recognises that laws exist that govern workplace equality and diversity and is committed to complying with them.

Equality

WWCMI aims to ensure the workplace is free from all forms discrimination, hostility, harassment and bullying. At no time do we condone discriminatory behaviour that is based on individual or group attributes, such as gender, sexual preference, transgender status, marital status, disability, religion, culture, racial origins, political preference, trade unionism, pregnancy or age.

Throughout the volunteer relationship, WWCMI undertakes to conduct twice a year training on equality in the workplace. Systems and processes are being put in place, to assist in managing the complaints and investigations process, so that all volunteers may feel confident their concerns are dealt with in a confidential, professional and objective manner.

If a volunteer reports harassment, WWCMI will undertake a prompt investigation appropriate to the circumstances. Anyone who reports incidents in good faith, which are believed to be violations of this policy, or anyone who is involved in the investigation of harassment, will not be subject to reprisal or retaliation.

Diversity

As a voluntary organisation, our workforce comprises individuals from a wide range of backgrounds. WWCMI Inc is an inclusive organisation: we champion respect, acceptance and appreciation for all volunteers.

Diversity is integral to our culture and to how we conduct our business. It is evident in who we are, our sponsors, associates and the community which we service. Individual and group minority differences are celebrated and encouraged at all levels.

We recognise the innovative and effective management of a diverse voluntary workforce that will directly impact our success as a community service provider.

Discrimination, Harassment (including Sexual Harassment) and Bullying

It is the **Board's** responsibility to ensure that:

- the workplace is free from all forms of discrimination, hostility, harassment and bullying;
- they understand and are committed to the rights and entitlements of all employees and volunteers to attend work and perform their duties, without fear of being discriminated against, harassed or bullied in any form;
- all reasonable steps to eliminate discrimination, harassment and bullying are made;
- all employees and volunteers are regularly made aware of their obligations in relation to providing a workplace free from discrimination, harassment or bullying;
- they provide an environment which discourages all types of harassment and bullying and set an example by their own behaviour;
- all complaints are treated seriously and confidentially;
- they take immediate and appropriate corrective action if they become aware of any offensive action.
- guidance and education is provided, where requested and/or appropriate, to cases and subsequent decisions relating to equality, discrimination, harassment or bullying.

It is the **Employees' and Volunteers'** responsibility to ensure that:

- they understand and are committed to the rights and entitlements of all employees and volunteers to attend work and perform their duties without fear of being discriminated against, harassed or bullied in any form;

- they provide an environment which discourages discrimination, harassment; and bullying; and
- they immediately report any offensive action.

Current legislation states that it is illegal to discriminate, victimise, harass or vilify on the basis of:

- sex;
- sexual harassment - [Sex Discrimination Act 1984 \(Cth\)](#)
- pregnancy and breastfeeding;
- marital/domestic status;
- disability;
- race, colour, national extraction, social origin, descent, and ethnic, ethno-religious or national origin;
- age, compulsory retirement;
- family responsibilities, family status, status as a parent or carer;
- racial vilification;
- homosexual vilification;
- HIV/AIDS vilification;
- religious belief or activity;
- political belief or activity;
- physical features;
- industrial activity and trade union activity;
- employer association activity;
- all categories of sexuality (e.g transsexuality, transgender etc); and
- profession, trade, occupation or calling.

All Board members, staff, volunteers and general WWAMI members are responsible for understanding and adhering to what constitutes sexual harassment. Further information on what constitutes sexual harassment can be obtained through the Sex Discrimination Act 1984 (Cth).

Wagga Wagga Community Media Diversity Policy May 2019

Policy Authorised by:

Board of Directors at the Board Meeting dated / /