



Inclusion procedure

Parent policy

Inclusion policy

Scope

This procedure applies to all Synod workplaces and work related activities.

Procedures

1. Grounds of discrimination

Discrimination in employment and in the supply of goods and services is unlawful under Commonwealth and Victorian legislation. Thus, stereotyped assumptions based on prejudice will have no place in Synod workplaces and there will be no discrimination on the grounds of:

- a) age;
- b) disability / impairment;
- c) industrial activity / inactivity;
- d) lawful sexual activity;
- e) marital status, including de facto relationships;
- f) physical features;
- g) political belief or activity;
- h) pregnancy;
- i) race;
- j) religious belief or activity except where the inherent requirements of the position require that an employee is committed to the religious doctrines and beliefs of the church
- k) sex;
- l) status as a parent or carer;
- m) personal association with someone of the above attributes; and
- n) irrelevant criminal conviction.

2. Employee responsibilities

All Synod employees have a legal and moral responsibility to treat each other fairly, and are expected to fulfil these responsibilities as a condition of employment.

Where employees believe they may have been discriminated against on any of the above grounds, they are encouraged to raise the matter with their supervisor or another manager. Alternatively, they may raise the matter with People and Culture Unit.

3. Manager and supervisor responsibilities

Managers, supervisors and the Equal Employment Opportunity Officer will treat reports of possible discrimination seriously and sympathetically and will investigate them thoroughly. They will also ensure that no one is disadvantaged or victimised as a result of a discrimination complaint being made or investigated.

Established breaches of the Synod's Inclusion policy will be met with disciplinary action and may result in dismissal.

4. Affirmative action program for women

In accordance with equal opportunity provisions of the *Affirmative Action (Equal Opportunity for Women) Act, 1986*, the Synod is committed to removing any barriers to equal opportunity faced by women and will take positive steps to promote their equality.

Definitions

Discrimination: is treating a person (or group or people) unfairly and or disadvantaging them because of the following actual or assumed personal characteristic(s):

- age
- carer status, family responsibilities, parental status
- disability / impairment (including physical, sensory and intellectual disability, work related injury, medical conditions, mental, psychological and learning disabilities)
- employment activity
- gender identity, lawful sexual activity, sexual orientation
- industrial activity
- marital status
- physical features
- political belief or activity
- pregnancy, breastfeeding
- race (including colour, nationality, ethnicity and ethnic origin)
- religious belief or activity
- sex
- personal association with someone who has, or is assumed to have, one of these personal characteristics.

Equal Opportunity Officer: Trained advisors and investigators who have experience and expertise in understanding and ensuring compliance in equal opportunity and employment law frameworks. Equal Opportunity Officers will assist to informally resolve behavioural issues with colleagues and to investigate formal complaints as required by the General Secretary. A list of Equal Opportunity Officers can be found on the intranet or on OHS notice boards.

Synod: The Uniting Church in Australia Synod of Victoria and Tasmania

Related policies and procedures

Inclusion policy

EAP Emotional Psychological Support procedure

Bullying, Harassment and Sexual harassment policy

Bullying, Harassment and Sexual harassment procedure

Grievance policy

Grievance procedure

Related documents

EAP brochure

Lay Staff Collective Employment Agreement

UC Camping Lay Staff Collective Employment Agreement

Age Discrimination Act 2004 (Cth)

Australian Human Rights Commission Act 1986 (Cth)

Disability Discrimination Act 1992 (Cth)

Equal Opportunity Act 2010 (Vic)

Fair Work Act 2009 (Cth)

Occupational Health and Safety Act 2004 (Vic)

Racial Discrimination Act 1975 (Cth)

Sex Discrimination Act 1984 (Cth)

VERSION: APPROVAL	POLICY MANAGER	REVIEW DATE
1: Senior Leadership Team	Director People & Culture	24 August 2015
2: Senior Leadership Team	Director People & Culture	26 October 2019

Further assistance

Contact People & Culture for interpretation and assistance with this procedure.