

1. Purpose of the policy

The purpose of this policy is to maintain a positive, supportive workplace that is free from violence, discrimination, harassment, bullying and sexual harassment.

2. Policy application

This policy applies all FemiliPNG Australia (FPNGA) personnel and representatives, including volunteers.

3. Definitions

Personnel	A FemiliPNG Australia staff member, contractor, or volunteer
Representative	A FemiliPNG Australia Board member
Harassment	Repeated unreasonable behaviour by an individual towards a worker which creates a risk to health and safety. Harassment includes bullying, sexual harassment, intimidation, and victimisation
Discrimination	Discrimination is treating, or proposing to treat, someone unfavourably because of a personal characteristic protected by the law, such as sex, age, race, or disability.
Bullying	If someone is being bullied because of a personal characteristic protected by equal opportunity law, it is a form of discrimination. Bullying can take many forms, including jokes, teasing, nicknames, emails, pictures, text messages, social isolation or ignoring people, or unfair work practices.
Sexual harassment	A person sexually harasses another person if the person makes an unwelcome sexual advance or an unwelcome request for sexual favours or engages in other unwelcome conduct of a sexual nature, in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the person harassed would be offended, humiliated, or intimidated.
Victimisation	Victimisation is subjecting or threatening to subject someone to a detriment because they have asserted their rights under equal opportunity law, made a complaint, helped someone else make a complaint, or refused to do something because it would be discrimination, sexual harassment, or victimisation.

4. Policy principles

4.1 All personnel are entitled to:

- Recruitment and selection decisions based on merit and not affected by irrelevant personal characteristics
- Work free from violence, discrimination, harassment, bullying and sexual harassment
- The right to raise issues or to make an enquiry or complaint in a reasonable and respectful manner without being victimised
- Reasonable flexibility in working arrangements, especially where needed to accommodate their family responsibilities, disability, religious beliefs or culture

4.2 FPNGA aims to provide a safe environment that is free of violence, discrimination, harassment, bullying and sexual harassment for all personnel and representatives while undertaking FPNGA activities.

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5. Policy

Equal employment opportunity

- 5.1 FPNGA is committed to being an Equal Employment Opportunity employer and will comply with laws governing non-discrimination in Australia.
- 5.2 FPNGA does not condone any form of unlawful discrimination or vilification, including that which relates to:
- Gender
 - Ethnicity (particularly in relation to minority groups)
 - Religious backgrounds
 - Disability
 - Age
 - Pregnancy
 - Marital status
 - Family responsibilities
 - Race
 - Sexual orientation
 - Any other factor that is not relevant to the person's ability to undertake the job of work prescribed.
- 5.3 FPNGA will maintain transparent processes for personnel recruitment and selection, providing training and professional development opportunities, access to promotion or increased remuneration.
- 5.4 FPNGA is committed to providing personnel with all reasonable accommodations required to support and accommodate their family responsibilities, disability, religious beliefs or culture

Discrimination and harassment

- 5.5 FPNGA aims to maintain an environment free from all forms of discrimination and harassment.
- 5.6 Discrimination and harassment will not be tolerated by personnel or representatives. Breaches of this policy may result in disciplinary action.
- 5.7 All FPNGA personnel and representatives can support a positive workplace that is free from discrimination, bullying and harassment by:
- Being aware of the risks and impacts of discrimination and harassment, and their obligations to prevent it
 - Being aware of appropriate pathways to report instances of discrimination and harassment
 - Considering their own behaviour and supporting positive behaviour norms in the organisation.
- 5.8 All personnel will be made aware of this policy, their rights and obligations under this policy and ways to make a complaint.
- 5.9 FPNGA will take all reports of discrimination, harassment, or other breaches of this policy seriously and will ensure they are dealt with immediately and sensitively.

Reporting

- 5.10 Personnel or representatives who experience, witness or suspect workplace discrimination or harassment must report it to the FPNGA CEO. By reporting such incidents, you help to maintain a positive and inclusive environment for all personnel and representatives.
- If the report relates to the FPNGA CEO, complaints can be made to the Chair of the FPNGA Board.
 - If the report relates to the CEO and the Chair, a complaint may be made to any Board member.

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5.11 Reports will be treated confidentially, and the person/s directly involved will have the opportunity to participate in the resolution process.

Resolution

5.12 Informal resolution may be appropriate for actions that are considered minor breaches, or at the request of the individual who experienced workplace discrimination or harassment. Informal resolution includes talking to the person/s whose behaviour or actions is of concern, with or without an agreed third party as an observer or mediator.

5.13 If the behaviours or actions relate to sexual harassment or sustained discrimination and/or harassment, or at the request of the person/s involved, a formal grievance will be registered.

5.14 The FPNGA CEO or other nominated person will initiate an investigation and resolution of the grievance, according to the FPNGA Grievance Policy (POL-020) and Grievance Procedure (PROC-002).

5.15 FPNGA will provide support to person/s involved in the investigation and resolution process. Person/s involved will be encouraged to identify a support person to support them through the investigation and resolution process.

5.16 Where the person/s involved are not satisfied with the outcome, they should consult with the FPNGA CEO or Chair of the Board.

5.17 Where the person/s involved are not satisfied with the outcome, a complaint may be made to the Fair Work Ombudsman: www.fairwork.gov.au/complaints

Malicious reports

5.18 Reports of discrimination and/or harassment must be made on genuine and reasonable grounds. Anyone who knowingly and deliberately makes a false report of discrimination and/or harassment may be subject to disciplinary action. The disciplinary action will depend on the severity, nature, and circumstance of the false disclosure.

6. Policy amendments

All policies are subject to review and endorsement by the FPNGA Board. Suggestions about this policy are welcome and should be directed to the FPNGA CEO. Any amendments or changes to the Policy will be submitted to the Board for endorsement.

The CEO is responsible for maintaining this document, including updating confirmed changes, informing staff of the changes, and disseminating the latest version to all personnel.

This policy will be reviewed every three years, or as needed to meet governance obligations and/or changes in legislation.

7. Related documents

Document number	Document name
TBC	Recruitment policy
-	Induction checklist TEMPLATE
POL-020	Grievance Policy
POL-002	PSEAH Policy

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