



Preston Neighbourhood House Inc.

“Leading our community towards greater independence and quality of life.

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EQUAL OPPORTUNITY and NON-DISCRIMINATION POLICY

1. AUTHORISATION

The Preston Neighbourhood House Committee of Management adopted this policy for 2007.

2. REVIEW DATE

This policy shall be reviewed on or before December 2009

3. SCOPE

To whom does this policy apply and when?

- *Participants, staff and tutors engaged in the daily business of Preston Neighbourhood House.*

This policy is explained through:

- Privacy and Confidentiality Policy,
- Managing Diversity Policy
- Code of Practice
- Code of Conduct
- Charter of Human Rights

In additions reference should be made to:

- * Human Resource Management Policy
- * Continuous Improvement.
- * Grievances, Complaints & Appeals

4. DEFINITIONS

Words or phrases that are special to this policy or procedure, which might be unfamiliar or misinterpreted.

- This policy refers to the Rights and Responsibilities of all stakeholders engaged in the daily operations of Preston Neighbourhood House.
- It encourages tolerance and acceptance of diversity within our House community.

5. POLICY

VALUES

MISSION STATEMENT:

“Preston Neighbourhood House will encourage and support the local community to increase independence and quality of life by providing high quality, accessible programs and services promoting social interaction, mutual support and skill development”

PURPOSE

The role of community based providers of adult education in promoting and supporting learning is:

- to contribute to the skills and knowledge base of its community,
- to facilitate participation in community life and in all aspects of its planning and delivery,
- to contribute to the development of social & learning networks – in supporting staff and tutors – at local, regional and statewide levels,
- to provide and foster community leadership and action.

The purpose of this policy is to ensure that the planning and delivery of the program and the development of policy and practice remains consistent with these principles.

Our fundamental beliefs are:

- ◆ We will be successful by understanding and being responsive to the needs of individuals, families and groups within our community.
- ◆ We recognise that effective community ownership and management of the organisation will enhance our success.
- ◆ We are driven by the desire to achieve quality in all our services.
- ◆ We are responsible to our community and funding organisations for the efficient use of available resources and must provide value for money.
- ◆ We respect the dignity and recognise the merit of each member of our community and will ensure the house is free from discrimination on the grounds of race, religion, gender or disability.
- ◆ We respect and welcome cultural diversity.
- ◆ We are responsible for the safety of staff, volunteers and participants.

AIMS:

GENERAL PRINCIPLES:

Preston Neighbourhood House is committed to providing a welcoming and supportive environment for all members of the community. It is a requirement that all staff and

volunteers have a flexible approach to work, are caring, compassionate, supportive, discrete and sensitive to the needs of all involved in the Neighbourhood House.

Preston Neighbourhood House will at all times put into effect its commitment to principles of equality of opportunity and non-discrimination with regard to staff, volunteers, students and other stakeholders

Ensure that the intent of relevant Federal and State legislation is embraced within the organisation's recruitment procedure (ie. Equal Opportunity and Anti-Discrimination legislation.).

EQUAL EMPLOYMENT OPPORTUNITY:

Preston Neighbourhood House will ensure that it implements equal employment opportunity practices in accordance with the provisions of the Equal Opportunity Act 1984.

NON-DISCRIMINATION:

Preston Neighbourhood House will not discriminate against staff, volunteers, students or other stakeholders on the basis of –

- ◆ *Age*
- ◆ *Impairment*
- ◆ *Industrial Activity*
- ◆ *Lawful sexual Activity*
- ◆ *Marital Status*
- ◆ *Physical Features*
- ◆ *Political belief or Activity*
- ◆ *Pregnancy*
- ◆ *Race*
- ◆ *Religious belief or Activity*
- ◆ *Sex*
- ◆ *Parental Status or Status as a carer*
- ◆ *Breastfeeding*
- ◆ *Gender Identity*
- ◆ *Sexual Orientation*
- ◆ *Personal Association*

COMPLAINTS:

Complaints of discrimination or denial of equal opportunity will be dealt with under the Grievance Procedure, and may also be referred to other appropriate bodies.

INFORMATION & TRAINING:

Preston Neighbourhood House Management and Staff will ensure that they have an adequate understanding of the areas of equal opportunity and non-discrimination, including comprehensive written information, and will undertake training in areas as necessary.

6. PROCEDURES

To ensure that all we do reflects our fundamental beliefs it is essential that:

- ◆ Committee of Management members, staff, volunteers & tutors be caring, compassionate, supportive, discrete and sensitive to the needs of all involved in the Neighbourhood House. All personal information must be treated as strictly confidential.
- ◆ Committee of Management will respect the confidentiality of information obtained in the course of any meetings and not share information with reference to staff members or committee of management members, to networks outside the service.
- ◆ Staff, tutors, volunteers and committee members will respect the confidentiality of information obtained in the course of their work at the centre. The worker/committee member will not share confidences revealed by clients without their consent except when compelling moral or ethical reasons exist.
- ◆ Staff and volunteers will act to ensure that all persons have access to the resources, services and opportunities that contribute to their well being.
- ◆ Committee of Management members, staff and volunteers will recognise the goals of the organisation, contribute to these and work towards the best possible standards of service to the community.
- ◆ Staff and volunteers will provide users with accurate information regarding the services available to them and will not knowingly withhold that information.

7. IMPLEMENTATION SUPPORT

7.1 COMMITTEE STRUCTURE

It is the responsibility of the Committee of Management to ensure that all staff and users are aware of this policy and that it is implemented within the centre.

7.2 KEY RESPONSIBILITIES AND AUTHORITIES

- * The Coordinator will be responsible to work with staff to ensure this policy is implemented within the centre.
- * The policy may be viewed in the centre Policy Book.
- * The Committee of Management must formally approve any alterations to this policy and set due dates for review.

8. EVALUATION

- * Is the policy being successfully implemented?
- * Have any implementation issues occurred which need to be referred to C.O.M.

