

**Policy and Procedure - Equal Opportunity**

**GenYZ Mentoring**

**Purpose**

GenYZ is an equal opportunity employer and mentoring program. It seeks to provide equality in opportunity for all program participants – staff, mentors and young people – in matters of selection, participation and choice. GenYZ recognisesthat everybody has the right to be treated with respect and dignity. Discrimination is unlawful. This policy sets out what conduct will constitute discrimination and what you can do if you experience discrimination.

The intention of this policy is to promote a culture of non-discrimination, decision-making about program participation based on merit and compliance with GenYZ's obligations according to legislation.

GenYZ seeks to ensure that performance and competence are the only basis for assessment, training and development opportunities for staff and mentors.

**Policy**

This policy applies to all GenYZ staff, mentors and young people. It also applies to all other workplace participants.

GenYZ expressly prohibits discrimination. Discrimination is unacceptable and will not be tolerated in the workplace under any circumstances. Discrimination is also unlawful under both state and federal legislation.

Any report of discrimination will be treated seriously by GenYZ. Disciplinary action may be taken against anyone found to have engaged in conduct amounting to discrimination.

**What is Discrimination?**

It is unlawful and in breach of this policy to treat someone less favourably in their employment or when providing goods and services on the basis of any of the following attributes or personal characteristics:

* age
* breast-feeding
* disability or impairment (physical, intellectual, mental or psychiatric)
* employment or industrial activity, or membership of an industrial association
* family, parental or carer status
* gender identity (trans-sexuality, transgender, etc.)
* lawful sexual activity and sexual orientation
* marital or domestic status
* national, ethnic or social origin or extraction
* physical features
* political opinion, beliefs or activity
* pregnancy and potential pregnancy
* race, colour or descent
* religious belief or activity
* sex
* medical record
* criminal record (subject to conditions specified in our selection policy about criminal offences against children)
* personal association with a person who is identified by reference to any of the above attributes.

Discrimination can be either direct or indirect.

Motive is irrelevant and it does not matter if a person did not intend to discriminate against another person, or was aware of the discrimination.

**Direct discrimination**Direct discrimination occurs if a person treats, or proposes to treat, a person with an attribute or personal characteristic (covered by equal opportunity law) unfavourably because of that attribute or personal characteristic, regardless of the discriminator’s motive and whether they are aware of the discrimination or consider the treatment to be unfavourable.

**Indirect discrimination**Indirect discrimination is unreasonably imposing, or proposing to impose, on a person with an attribute or personal characteristic (covered by equal opportunity law) a requirement, condition or practice that has or is likely to have the effect of disadvantaging persons with that attribute.

Indirect discrimination can occur when a requirement, condition or practice which appears to be neutral, in fact has a disproportionately negative impact on a particular group.

**Breach of this Policy**

GenYZ staff, mentors and young persons, as well as other workplace participants, are required to comply with this policy at all times.

If a staff member breaches this policy, he or she may be subject to disciplinary action which in serious cases may include termination of employment. Agents and contractors who are found to have breached this policy may have their contracts with GenYZ terminated. If a mentor or young person is found to have breached this policy they may be excluded from future involvement.

GenYZ also reminds all persons that it will be a breach of this policy to victimise or penalise a person because that person has made, or intends to make, a complaint of discrimination. In this regard, victimisation is subjecting or threatening to subject a person to any detriment because they have made, or intend to make, a complaint of discrimination. Victimisation can also amount to discrimination or violent behaviour in its own right.

**Procedure**

If you feel that you have been discriminated against, you should not ignore it. GenYZ encourages you to report any situations in which you feel that you have been subjected to discrimination.

The following steps should be taken:

* If you feel comfortable doing so, you may wish to raise the issue with the person concerned and request that he or she stops engaging in the discriminatory behaviour towards you.
* If you do not feel comfortable confronting the person directly, or if you confront the person and the behaviour continues, then you should speak with a program staff member you feel comfortable with, or go to GenYZ's Complaints Officer and discuss your complaint. The name and contact details of GenYZ's current Complaints Officer are as follows: [insert name and contact details].

It is a good idea to make a written note about the behaviour including details of the date and time of the incident, what happened and any witnesses.

### Full details of how to make a complaint and details of the process that may be followed are set out in GenYZ's *(2g) Grievance Resolution and Disciplinary Policy*.