

1. Anti-Discrimination, Anti-Harassment and Anti Bullying Policy

2. Values Statement

RedR Australia (“RedR”) is guided by its values of accountability, integrity, empathy, and collaboration. Achieving the mission requires that the people who are employed by RedR Australia be honest, law-abiding, respectful, and fair. RedR is committed to providing a safe, flexible and respectful environment for staff and clients free from all forms of discrimination, bullying and sexual harassment. It aims for equality of opportunity for all employees.

3. Purpose

This policy is intended to ensure that there is a shared understanding amongst all RedR employees, deployees, temporary staff, independent contractors, volunteers, board members and interns/ work placements personnel of RedR’s expectations in regard to acceptable and appropriate behaviour within the workplace. All RedR staff are required to treat others with dignity, courtesy and respect.

4. Scope

This policy applies to:

- All employees, volunteers, contractors, and interns/work placements of RedR.
- Associate trainers.
- RedR deployees.
- Standby personnel/applicants.
- Board members.

5. Policy Statement and Principles

Discrimination, bullying and sexual harassment are unacceptable at RedR Australia and are unlawful under the following legislation:

- Sex Discrimination Act 1984 (Cth)
- Racial Discrimination Act 1975 (Cth)
- Disability Discrimination Act 1992 (Cth)
- Age Discrimination Act 2004 (Cth)
- Australian Human Rights Commission Act 1986 (Cth).

All RedR staff (including managers) found to have engaged in such conduct might be counselled, warned or disciplined. Severe or repeated breaches can lead to formal discipline up to and including dismissal. Outlined within this policy is an internal dispute resolution process to assist our employees raise issues of concern.

Principles:

Discrimination

The Equal Opportunity Act 2010 (Vic) prohibits unlawful discrimination in the form of direct and indirect discrimination. Discrimination is also unlawful under various federal legislation, of which RedR Australia commits to upholding. ,

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Direct and indirect discrimination are both unlawful if the discrimination is based on a protected attribute, some limited exceptions and exemptions apply.

Protected attributes in Victoria include:

- Age,
- colour,
- descent, nationality or ethnic background,
- disability/impairment,
- industrial activity/inactivity,
- lawful sexual activity/sexual orientation or preference,
- gender identity,
- marital status, including de facto,
- physical features,
- political belief or activity,
- pregnancy/breastfeeding,
- race,
- religious belief or activity,
- sex,
- irrelevant criminal conviction
- social origin
- medical record
- status as a parent or carer,
- an association with someone who has, or is assumed to have, one of these characteristics

It is also against the law to treat someone unfavourably because you assume they have a personal characteristic or may have it at some time in the future.

RedR Australia aims to ensure that there are detailed processes and procedures that all employees must abide by to provide a fair work environment. These processes and procedures include the areas of:

- Recruitment of all personnel
- Terms, conditions and benefits that are offered as part of employment
- Approval of participation in training
- Performance Management

Harassment and Sexual Harassment

Harassment and Sexual Harassment are unlawful in the workplace, as outlined in the Equal Opportunity Act 2010 and under federal legislation (Sex Discrimination Act 1984 (Cth)). The workplace includes any place a person goes for the purpose of carrying out any function in relation to his/her employment and can extend to social functions.

Unlawful harassment may have occurred if the behaviour of the individual makes the victim feel offended and humiliated, intimidated or frightened, or uncomfortable at work.

Examples of unlawful harassment can include behaviour such as:

- Telling insulting jokes about protected attributes.
- Circulating, displaying written or pictorial material that is offensive or belittling
- Sending or forwarding offensive communications including digital communication such as Facebook, Twitter, LinkedIn and WhatsApp
- Sending explicit or sexually suggestive emails.
- Displaying offensive or pornographic material including posters or screen savers.

- Making derogatory comments or taunts about someone's race or religion or protected attributes.
- Asking intrusive questions about someone's personal life, including their sex life.

Examples of unlawful sexual harassment can include behaviour such as:

- Persistent, unwelcome demands or even subtle pressures for sexual favours or outings.
- Sexually suggestive behaviour including staring or leering at a person or at parts of their body.
- Unwelcome hugging, fondling, patting, pinching, touching or unnecessary familiarity, such as unnecessarily brushing up against a person.
- Offensive comments or questions about a person's physical appearance, dress or private life.
- Sexually explicit pictures, posters, calendars, objects or screen savers (words and images).
- Sexually explicit telephone calls, letters, faxes, emails or voice mail messages.
- Inappropriate advances on social networking sites.
- Humour such as smutty or suggestive jokes or comments.
- Innuendo, including sexually provocative remarks, suggestive or derogatory comments about a person's physical appearance, inferences of sexual morality, or tales of sexual performance.
- Accessing sexually explicit internet sites
- Requests for sex.
- Insults or taunts of a sexual nature
- Sexually explicit physical contact.

Some types of sexual harassment can also be offences under criminal law, such as:

- Physical molestation or assault.
- Indecent exposure.
- Sexual assault.
- Stalking.
- Sharing personal images of a sexual nature
- Obscene communications (by way of telephone calls, letters, emails etc).

Bullying

Bullying is a significant occupational health and safety issue, as it can cause harm to a person's health and wellbeing, both physical and psychological. Under the Victorian Occupational Health and Safety Act 2004 employers have a primary legal duty to provide a healthy and safe workplace.

Employees also have a responsibility to abide by safety standards and to cooperate with their employer's actions to ensure a healthy and safe workplace is maintained. Serious cases of bullying may also be illegal under the Crimes Act (Vic) 1958.

Workplace bullying can occur between a worker and a manager or supervisor, or between co-workers. If someone is being bullied because of a personal characteristic protected by equal opportunity law, it is a form of discrimination.

The following types of behaviour, where repeated or occurring as part of a pattern of behaviour could be considered workplace bullying:

- Physical or verbal abuse (yelling, screaming, offensive language or direct physical contact).
- Sarcasm and other forms of demeaning language
- Intimidation.

- Excluding or isolating employees.
- Psychological harassment.
- Assigning meaningless tasks unrelated to the job.
- Making malicious, frivolous, or vexatious rumours about a person with an intent to cause the person harm.
- Undermining work performance by deliberately withholding information vital for effective work performance.
- Unreasonable refusal of requests for leave, training or other workplace benefits.
- Misuse of technology to harass, tease, intimidate or threaten another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, phone messages, digital images or web site postings, irrespective of whether or not the information can be viewed by a wider audience or not.

Reasonable management action carried out in a reasonable manner is not considered bullying. Reasonable management actions are comprised of three elements:

- The behavior must be management action.
- It must be reasonable for the management action to be taken.
- The management action must be carried out in a manner that is reasonable.

Bullying does not cover situations where it constitutes reasonable management action:

- Performance management process
- Ongoing meetings to address underperformance or behaviours.
- Counselling or disciplining a worker for misconduct.
- Modifying a worker's duties including by transferring or deploying the worker.
- Investigating alleged misconduct.
- Allocation of work in compliance with systems and policies.
- Implementation of organisational change or downsizing.

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. Victimisation is against the law under *the Victorian Equal Opportunity Act 2010 (Vic)*. It is also victimisation to threaten someone (such as a witness) who may be involved in investigating an equal opportunity concern or complaint.

Victimisation is a very serious breach of this policy and is likely (depending on the severity and circumstances) to result in formal discipline against the perpetrator. RedR Australia has a zero tolerance approach to victimisation.

It is unacceptable for staff at RedR Australia to talk with other staff members, clients or suppliers about any complaint of discrimination or harassment unless it is a legal or contractual requirement.

6. Procedures

Ensuring Equal Opportunity in Recruitment and Selection:

RedR's recruitment approach reflects our core values, vision, and mission. In the achievement of Red's short- and long-term strategic goals, it is essential RedR find and attract suitable person upholding merit-based recruitment and selection practices. In addition, the following principles are reflected throughout the process:

- Designed to ensure the most suitable applicant is chosen for the role.

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- Transparency.
- Timely and efficient.
- Effective.
- Equitable.
- Free from Conflict of Interest.

Disability needs to be reasonably accommodated in the workplace. For recruitment purposes, any identified disability requires RedR to consider whether RedR can reasonably accommodate the disability in the workplace, and to do so if this can be achieved.

As such, the overall merits of an applicant should be considered on the basis that reasonable adjustment will be applied to individuals with an identified disability (i.e. not the assessed ability without this adjustment).

Resolution of Disputes and Issues of Concern

All allegations relating to harassment, bullying and discrimination are taken very seriously.

If an employee does not feel comfortable with someone else's behaviour they should tell them or if they do not feel able to do so, raise the issue with their manager or a member of the People and Capability team.

It is in the interest of any person or group who believe they have been unlawfully discriminated against, sexually harassed, bullied or victimised to take action to prevent the behaviour from recurring. If you consider you have been discriminated against, bullied or harassed it should be dealt with and should not be ignored as ignoring the behaviour could be taken as tacit consent.

Under the RedR Grievance policy, employees may raise any issue, concern, or complaint of harassment, bullying or discrimination. Either an informal or formal process may be recommended to address issues raised depending on the nature of the concern and taking account of the circumstances and wishes of the individuals involved.

Informal interventions may include an informal meeting with the parties concerned or a mediation process by an independent mediator or conciliator to promptly address the issues raised.

The formal grievance procedure is set out in the RedR Grievance Policy.

We encourage all Staff to stand up and call out this unacceptable behaviour, either by providing direct feedback to the person(s) causing the issue, or by raising with their manager or the People and Capability Manager.

Where employees have experienced or witnessed behaviour that they believe amounts to harassment, bullying or discrimination, and they wish to report it anonymously, they may do so via Stoplevel.

To be sure that RedR can ensure appropriate action (including investigations) can be taken, employees are encouraged to raise matters under this Policy in a timely manner without unreasonable delay. RedR believes that all disputes and issues of concern should be resolved quickly, confidentially (where possible) and wherever possible, at the lowest appropriate level, with ongoing monitoring.

Any complaints or reports of discrimination, harassment or bullying will be treated quickly and seriously. They will be investigated thoroughly, impartially, and where possible, confidentially (when investigating some complaints confidentiality is not always possible). Managers or People and Capability must act immediately on any reports of harassment. Principles of natural justice will apply. Employees will not be disadvantaged in their employment conditions or opportunities because of lodging a complaint.

RedR has a policy of zero tolerance to harassment (including sexual harassment), bullying or discrimination. Where an allegation raised under this Policy is substantiated, perpetrators will be subject to a disciplinary process and possible disciplinary sanctions. Where an allegation of harassment, bullying or discrimination is substantiated and amounts to gross misconduct, the disciplinary sanction for employees is termination of employment.

External Resources

Employees who believe they are being bullied in the workplace may apply to the Fair Work Commission (FWC) to have the matter heard via mediation, conference or hearing. In addition to the above listed, you may approach the Equal Opportunity Commission, WorkSafe Victoria or the Fair Work Ombudsman for independent advice.

7. Roles and Responsibilities

The People and Capability manager is responsible for ensuring the policy:

- Aligns with relevant legislation, government policy and / or RedR requirements/strategies/values
- Is implemented and monitored
- Is reviewed to evaluate its continuing effectiveness.

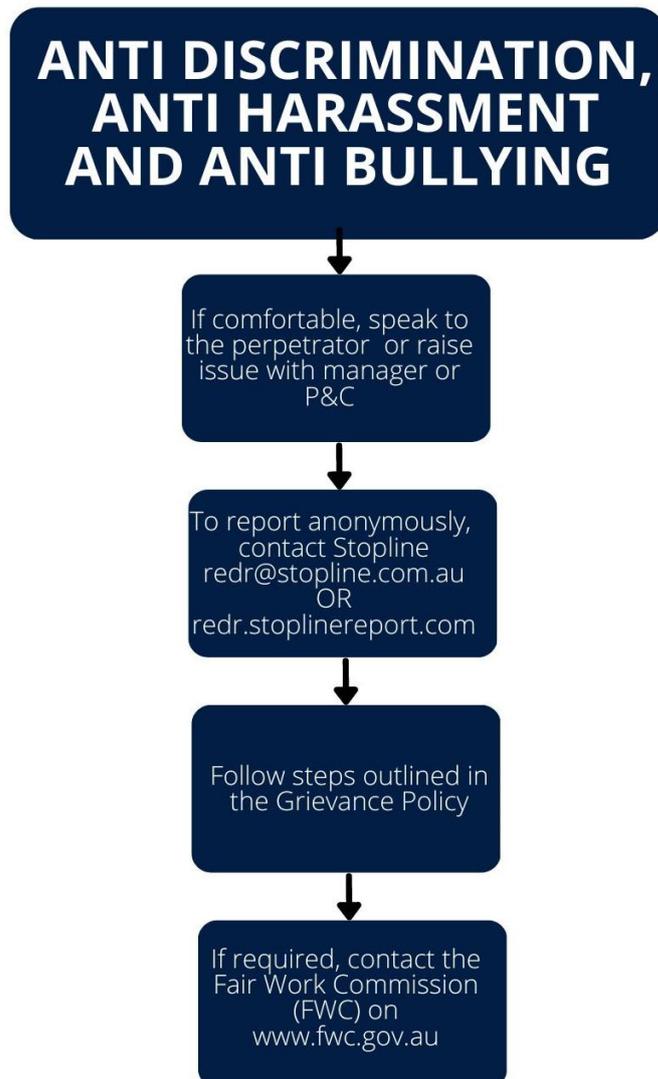
Reporting Responsibilities:

Allegations of harassment or other activities identified in this policy will be reported to the police and relevant authorities.

All personnel:

Are responsible for following the directions in this policy at all times.

8. Flow Chart



9. Definitions

Behaviour	Includes actions of individuals or a group and may involve using a system of work as a means of victimising, humiliating, undermining, punishing, or threatening.
Bullying	is repeated, unreasonable behaviour directed toward an employee, or group of employees, that creates a risk to health and safety. Workplace bullying includes behaviour outside the workplace, including threats, if it relates to work.
Direct Discrimination	happens when a person, or a group of people, is treated less favourably than another person or group because of their background or certain personal characteristics.

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Harassment	makes that other person (another employee or member of the public) feel offended, humiliated or intimidated because of one of the protected attributes listed above. It may involve inappropriate actions, behaviour, comments or physical contact that is objectionable or causes offence.
Indirect Discrimination	occurs when there is an unreasonable rule or policy that is the same for everyone but has an unfair effect on people who share a particular attribute.
Risk to health and safety	Includes risk to the mental or physical health of the employee.
Sexual Harassment	occurs when a person makes an unwelcome sexual advance, or an unwelcome request for sexual favours to another person or engages in any other unwelcome conduct of a sexual nature in relation to another person, in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated that the other person would be offended, humiliated or intimidated.
Unreasonable behaviour	Means behaviour that a reasonable person, having regard to all the circumstances, would expect to victimise, humiliate, undermine, or threaten the other person.

10. Related Policies and Documents

RedR Staff Terms and Conditions
RedR Deployee handbook
Code of Conduct
Grievances Policy
Performance Management Policy
Recruitment Policy

11. Document Control

Reviewed by:	P&C Manager
Approved by:	CEO
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Statement to be signed by all personnel

I declare that I have received, read, understood and agree to abide by the Anti-Discrimination, Anti-Harassment and Anti-Bullying Policy.

I understand that this policy is an integral part of my employment contract and conditions of service with RedR Australia. I understand that any breach of this policy could result in disciplinary procedures, including formal warning, suspension from duties and/or summary dismissal from my role with RedR Australia.

Name: _____

Signature: _____

Date: _____