

National Parks Association of Queensland Inc.
A.B.N. 60 206 792 095

Policy Statement – *Anti Discrimination*

1.0 Policy

All NPAQ members, staff, and volunteers are able to:

- participate in NPAQ activities and work free from discrimination, bullying and harassment;
- raise issues or to make an enquiry or complaint in a reasonable and respectful manner without being victimised;
- be selected or recruited based on merit, and not affected by irrelevant personal characteristics;
- enjoy reasonable flexibility in working arrangements, especially where needed to accommodate family responsibilities, disability, religious beliefs or culture.

2.0 Purpose

In Australia, it is unlawful to discriminate on the basis of a number of protected attributes including age, disability, race, sex, intersex status, gender identity and sexual orientation in certain areas of public life, including education and employment.

NPAQ is committed to providing a safe, flexible and respectful environment free from all forms of discrimination, bullying and harassment.

All NPAQ members, staff and volunteers are expected to treat others, and to be treated, with dignity, courtesy and respect.

By effectively implementing our *Anti Discrimination Policy*, we will attract and retain talented staff, volunteers and members, and create a positive environment for all.

3.0 Scope

This policy applies to:

- the NPAQ Executive, all Councillors, members, staff, and student placements, whether full-time, part-time, casual, temporary or permanent, and to contractors, sub-contractors and volunteers.

It is relevant to:

- all interpersonal interactions and to all aspects of employment, recruitment and selection; conditions and benefits; training and promotion; task allocation; hours of work; leave arrangements; workload; and transport.

The policy applies:

- wherever and whenever individuals are present as a result of their NPAQ duties, including on-site, off-site or after hours work; members meetings, AGM, and events or social functions.

4.0 Definitions

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.

Discrimination can occur:

Directly, when a person or group is treated less favourably than another person or group in a similar situation because of a personal characteristic protected by law.

Indirectly, when an unreasonable requirement, condition or practice is imposed that has, or is likely to have, the effect of disadvantaging people with a personal characteristic protected by law.

5.0 Member, Staff, and volunteer rights

All NPAQ members, staff and volunteers as outlined in Section 3.0 (Scope) have the rights set out in this Policy (Section 1.0), but no less than the rights granted under federal anti-discrimination laws (see Section 7.0)

6.0 Member, Staff, and Volunteer Responsibilities

All members, staff, and volunteers must:

- follow the standards of behaviour outlined in this policy;
- offer support to people who experience discrimination, bullying or harassment, including providing information about how to make a complaint;
- avoid gossip and respect the confidentiality of complaint resolution procedures;
- treat everyone with dignity, courtesy and respect.

The Executive must in addition to the above:

- model appropriate standards of behaviour;
- take steps to educate and make members, staff, and volunteers aware of their obligations under this policy and the law;
- intervene quickly and appropriately when they become aware of inappropriate behaviour;
- act fairly to resolve issues and enforce workplace behavioural standards, making sure relevant parties are heard;
- help members, staff, and volunteers to resolve complaints informally;
- ensure that members, staff, and volunteers who raise an issue or make a complaint are not victimised;
- ensure that recruitment decisions are based on merit and that no discriminatory requests for information are made;
- seriously consider requests for flexible work arrangements.

Members, Staff, or volunteers who are found to have engaged in discriminatory conduct will be counselled, warned or disciplined. Severe or repeated breaches will lead to formal discipline up to and including immediate dismissal, or termination of membership under Rule 11 (3) (d).

7.0 Related Resources

Australia's federal anti-discrimination laws are contained in the following legislation:

- [*Age Discrimination Act 2004*](#)
- [*Disability Discrimination Act 1992*](#)
- [*Racial Discrimination Act 1975*](#)
- [*Sex Discrimination Act 1984*](#).

8.0 Authorised by /Date

This policy was reviewed and authorised by NPAQ Council on 17 June 2019.

The policy will be reviewed and updated every three years with the next review scheduled for June 2022.