



Equal Opportunity – Anti Discrimination, Anti-Harassment and Anti-Bullying Policy

1. Policy Statement

Bowls Victoria (BV) is an Equal Opportunity Employer committed to a working environment that is without fear of discrimination, harassment or bullying and where all BV personnel are treated with dignity, courtesy and respect.

2. Scope & Responsibility

This policy applies to all BV personnel including; employees, temporary staff, directors, independent contractors, volunteers and work experience students.

3. Aims

BV aims to provide a workplace free of all forms of discrimination and harassment, including sexual harassment and bullying.

4. Implementation Overview

BV will create a professional and supportive environment where all forms of unlawful discrimination, harassment (including sexual harassment), bullying and victimisation will not be tolerated.

BV will ensure that there is a shared understanding of BV's expectations in regard to acceptable and appropriate behaviour within the BV workplace by taking reasonable steps such as educating employees; as well as continuing to monitor behaviour and endeavouring to prevent any disputes from occurring in the first instance, even in the absence of a formal dispute/grievance.

It is the primary responsibility of management to take reasonable measures to provide a working environment free from discrimination, harassment and bullying and it is the responsibility of all BV personnel to not participate in discriminatory or harassing behaviour.

All BV personnel are encouraged to seek advice and support when they feel they have been treated unfairly, or when they have experienced or witnessed concerning behaviour.

BV have policies and procedures for the effective resolution of complaints, including how to make a report of concerning behaviour, which are detailed within our Human Resources procedures.

5. Evaluation

Reports of breaches to this policy will be maintained on an ongoing basis, reviewed at least annually and reported to the Board by the Chief Executive.

An analysis of any breaches may lead to revisions in the policy or in implementation guidelines as appropriate.

Policy Checklist

Legislation Compliance (where appropriate)	<u>Equal Opportunity Act 2010 (Vic)</u> <u>Racial and Religious Tolerance Act 2001 (Vic)</u> <u>Age Discrimination Act 2004 (Cth)</u> <u>Sex Discrimination Act 1984 (Cth)</u> <u>Racial Discrimination Act 1975 (Cth)</u> <u>Disability Discrimination Act 1992 (Cth)</u> <u>Human Rights and Equal Opportunity Commission Act 1986 (Cth)</u> <u>Fair Work Act 2009 (Cth)</u> <u>Occupational Health & Safety Act 2004 (Vic)</u>
Applicable Documents	BV Policies/Procedures and other BV Documents: <ul style="list-style-type: none"> • Equal Opportunity – Anti Discrimination, Anti-Harassment and Anti-Bullying Policy Information & Procedure • Disciplinary and Termination of Employment Procedure • Employee Grievance and Complaints Procedure • Employee Grievance and Complaints Form
BV Strategic Plan Alignment (where appropriate)	Equal opportunity practices shall apply across implementation of all goals within the Strategic Plan.
BV Budget Implications (where appropriate)	Allowances shall be made in the annual budget for training as needed and access to the Employee Assistance Program as requested.

Review and Version Control

The BV Equal Opportunity – Anti-Discrimination, Anti-Harassment and Anti-Bullying Policy is to be reviewed every two years.

Version	Prepared	Reviewed	Approved	Date Approved
1.0	Strategic Business Analyst	Governance Committee	Board	17/05/2018