



Toukley Neighbourhood Centre

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TNC is the heartbeat of a connected, supported, empowered, inclusive and thriving community. We partner with the broader community to share what we can and provide a hand up to those in need, so they can Wallamba-bayn (come back) and join us in delivering our vision.

POLICY – ANTI-DISCRIMINATION

Policy Information

Title:	Anti-Discrimination
Effective Date:	28-Mar-2025
Policy Owner:	Executive Officer
Applies To:	All staff and volunteers
Next Review Date:	31-Mar-2026

Change Control

Effective Date	Author	Approver	Comments
13-Feb-2023	Bronwyn Evans	BoM	Initial document
28-Mar-2025	Donna Tudman	BoM	Update to new template This version ensures: Clear legal compliance with Australian anti-discrimination laws. Explicit leadership responsibilities for enforcement, monitoring, and training. Defined examples of reasonable accommodations for accessibility and inclusion. Stronger accountability measures for staff, volunteers, and leadership.



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Policy Overview

Purpose

TNC is committed to fostering a diverse, inclusive, and equitable environment. We uphold the principles of **equal opportunity and non-discrimination** in accordance with Australian anti-discrimination laws, including but not limited to the **Racial Discrimination Act 1975 (Cth)**, **Sex Discrimination Act 1984 (Cth)**, **Disability Discrimination Act 1992 (Cth)**, **Age Discrimination Act 2004 (Cth)**, and **Fair Work Act 2009 (Cth)**.

TNC does not tolerate discrimination, harassment, or vilification based on **race, ethnicity, cultural background, religion, age, national origin, language, sex, sexual orientation, gender identity, intersex status, disability (including mental health conditions), marital or relationship status, pregnancy, family or carer responsibilities, or any other protected attribute under Australian law**.

We also recognise the importance of **affirmative action** and **special measures** to support individuals from disadvantaged or underrepresented groups in achieving substantive equality.

This policy outlines **TNC's commitment to preventing discrimination and promoting a fair and inclusive workplace and community**.

Context

At Toukley Neighbourhood Centre (TNC), policies are developed in alignment with the [TNC Policy Framework](#).

TNC Policy documents are developed to:

- Assist TNC to meet the objects of the organisation and manage risk effectively
- Assist TNC staff and volunteers in performing their duties
- Outline how TNC will meet governance expectations
- Provide transparency and clarity to TNC staff and volunteers.

TNC is bound by the [Australian Charities and Not-for-profits Commission Act 2012 \(Cth\)](#) and regulated by the [ACNC](#).

Definitions

Term	Explanation
ACNC	Australian Charities and Not-for-profits Commission
BoM	Board of Management
TNC	Toukley Neighbourhood Centre

Policy Principles

These principles provide the foundation for this policy, ensuring TNC upholds its commitment to diversity, inclusion, and non-discrimination. Staff and volunteers must consider and comply with these guiding principles in all aspects of their work.

Principle 1: TNC Endorses Diversity, Inclusion, and Rejects Discrimination

TNC is committed to fostering a **diverse, inclusive, and equitable environment** in line with **Australian anti-discrimination laws**, including the **Racial Discrimination Act 1975 (Cth)**, **Sex Discrimination Act 1984 (Cth)**, **Disability Discrimination Act 1992 (Cth)**, **Age Discrimination Act 2004 (Cth)**, and **Fair Work Act 2009 (Cth)**.

TNC does not tolerate discrimination, harassment, or vilification based on **race, ethnicity, cultural background, religion, age, national origin, language, sex, sexual orientation, gender identity, intersex status, disability (including mental health conditions), marital or relationship status, pregnancy, family or carer responsibilities, or any other protected attribute under Australian law**.

To uphold this commitment:

The Board of Management (BoM) will:

- Provide strong **leadership and oversight** in the elimination of discrimination through the **active promotion and review** of this policy.
- Ensure that **anti-discrimination commitments** are reflected in TNC's strategic objectives, policies, and culture.
- Monitor **performance and compliance** through periodic reports and risk assessments.

The Executive Officer will:

- Ensure **all organisational policies, procedures, and practices** are aligned with anti-discrimination legislation.
- Oversee the **recruitment, program delivery, and service access** processes to ensure they are free from discriminatory barriers.
- Implement **ongoing training** for staff and volunteers on discrimination prevention, diversity, and inclusion.
- Review and report to the Board on the **effectiveness of anti-discrimination measures** and any identified compliance gaps.
- Investigate and address **systematic trends in discrimination-related complaints** and take corrective action as needed.

Staff and Volunteers will:

- Familiarise themselves with TNC's **anti-discrimination policy** and uphold its principles in their daily interactions.
- Avoid **engaging in discriminatory behaviour**, including direct or indirect discrimination, harassment, or victimisation.
- Identify and report any **discriminatory practices, gaps, or concerns** in workplace systems, processes, or service delivery.
- Suggest **improvements to enhance inclusivity and reduce barriers** for individuals from diverse backgrounds.

Principle 2: TNC Will Make Reasonable Accommodations to Ensure Equitable Participation

TNC recognises the importance of removing barriers that prevent individuals from fully engaging in its programs, services, and employment opportunities. Under the **Disability Discrimination Act 1992 (Cth)** and other relevant legislation, TNC will **make reasonable accommodations** to ensure that people with disabilities, carers, and individuals from diverse cultural backgrounds have equal opportunities to participate.

To achieve this:

The Executive Officer will:

- Ensure that **reasonable accommodations** are provided where required, including:
 - ◆ Modifications to workspaces, program structures, or service access points to enhance accessibility.

- ◆ Flexible arrangements for employees and volunteers where reasonable and necessary.
- ◆ Providing cultural and language support to ensure inclusivity in service delivery.
- Give due consideration to the **cultural backgrounds and lived experiences** of individuals from underrepresented groups when designing policies and programs.
- Oversee and evaluate the effectiveness of **inclusion and accessibility measures** across the organisation.

Staff and Volunteers will:

- Take proactive steps to **identify and address** barriers to access and inclusion.
- Support the implementation of **reasonable accommodations** where necessary.
- Ensure that their **actions and decisions** support TNC's commitment to equitable participation.

Principle 3: Compliance and Accountability

TNC is committed to ensuring that all aspects of this policy are **actively enforced, reviewed, and improved** to remain compliant with Australian anti-discrimination laws. Reports on anti-discrimination performance will be regularly assessed, and necessary improvements will be made to promote **a truly inclusive and equitable environment**.