

EQUITY AND ANTI-DISCRIMINATION POLICY AND PROCEDURE

The purpose of this policy and procedure is to demonstrate Clover Care Pty Ltd's commitment to workplace free from harassment and discrimination. This policy and procedure also set out Clover Care Pty Ltd's commitment to equal opportunity.

POLICY

Clover Care Pty Ltd will ensure all staff are valued and encouraged to contribute. Clover Care Pty Ltd's staff are expected to comply with anti-discrimination and harassment legislation.

As an equal opportunity employer, the organisation is bound by all relevant State and Federal legislation in relation to equal employment opportunity (EEO). This legislation ensures that no staff member will be discriminated against unfairly or unlawfully.

Clover Care Pty Ltd is an equal opportunity employer and it will comply with all relevant State and Federal legislation in relation to equal employment opportunity.

Definitions

- **Equity** – treating all persons fairly and without discrimination.
- **Discrimination** – treating a person less favourably than others in similar circumstances because of a personal attribute that has no relevance to the situation.
- **Age discrimination** - Discrimination on the basis of age (regardless of age) or on the basis of age-specific characteristics or characteristics generally associated with a person of a particular age.
- **Disability discrimination** - Discrimination on the basis of physical, intellectual, psychiatric, sensory, neurological or learning disability, physical disfigurement, disorder, illness or disease that affects thought processes, perception of reality, emotions or judgement, or results in disturbed behaviour, and presence in body of organisms causing or capable of causing disease or illness (e.g., HIV virus).
- **Racial discrimination** - Discrimination on the basis of race, colour, descent or national or ethnic origin and in some circumstances, immigrant status.
- **Sex discrimination** – Discrimination on the basis of sex, marital or relationship status, pregnancy or potential pregnancy, breastfeeding, family responsibilities, sexual orientation, gender identity or intersex status.
- **Sexual harassment** - Any form of unwanted, unwelcome or uninvited sexual behaviour that is offensive, humiliating or embarrassing.
- **Workplace harassment** - repeated behaviour, other than behaviour amounting to sexual harassment, of one employee or group of staff members that is unwelcome, unsolicited and considered to be offensive, intimidating, humiliating or threatening by another staff member.

PROCEDURE

- Clover Care Pty Ltd complies with EEO requirements in relation to recruitment selection, pay and benefits, training and development, promotion, discrimination and harassment, performance appraisals and terminations.
- Staff will not be discriminated against on the grounds of sex, colour, race, nationality, ethnicity, religion, disability, age, pregnancy, marital or parental status, political belief or sexual orientation.
- Staff are not subject to no will engage in unlawful harassment (including racial vilification, sexual harassment, homosexual and transgender vilifications) or discrimination against another staff.
- Clover Care Pty Ltd has a responsibility to report any allegation of abuse if there is reasonable belief that an incident taken place.
- Clover Care Pty Ltd takes breaches of this policy and procedure very seriously.
- Staff who feel they are the subject of discrimination or harassment should lodge a formal complaint to Director.

Monitoring and Review

Clover Care Pty Ltd Management Team will review this policy and procedure at least annually. This process will include a review and evaluation of current practices and service delivery types, contemporary policy and practice in this clinical area, the Incident Register and will incorporate staff, participant and other stakeholder feedback. Feedback from service users, suggestions from staff and best practice developments will be used to update this policy.

Clover Care Pty Ltd Continuous Improvement Plan will be used to record and monitor progress of any improvements identified and where relevant feed into Clover Care Pty Ltd service planning and delivery processes.