

## ACCESS AND EQUITY

Healthy Options Australia is committed to providing access and equity in all aspects of the services and training it provide as well as to its employees.

Healthy Options Australia understand that different people have different needs, and as a result we are able to offer a range of different services, training and study options to cater for various needs.

Healthy Options Australia undertakes to:

- Promote access to services and training for all people regardless of gender, socioeconomic background, disability, ethnic origin, sexual orientation , age or race
- Ensure that all services and training are delivered in a non-discriminatory, open and respectful manner
- Encourage people from traditionally disadvantaged groups and people of all abilities to participate in all the services and training programs offered
- Train all employees so that they are appropriately skilled in access and equity issues

### **Anti-Discrimination, Human Rights and Equal Opportunity**

Healthy Options Australia takes great care to ensure that all clients, students and employees are treated fairly and equitably and that everyone on Healthy Options Australias' premises complies with the relevant Acts and Laws.

All employees are treated based on their merits, without regard to race, age, gender, marital status or other factors not applicable to their position. Employees are valued according to how well they perform their duties, as well as their ability and enthusiasm to maintain the organisations' standards of service.

Our organisation does not tolerate any form of discrimination. We believe that all clients, students and employees have the right to be in an environment free of discrimination and harassment.

Harassment is unwelcome, unsolicited and non-reciprocated behaviour and it is based on an inappropriate assumption of power. Harassment may be intentional or unintentional and it may take many forms, such as verbal, written or physical.

As in any area of human interaction, the boundaries of what constitutes harassment victimisation and bullying may vary from person to person. Clients, students and employees of Healthy Options Australia will recognise and respect the boundaries set by others.

Employees who believe they are experiencing harassment or discrimination should follow the [Grievance and Conflict Resolution Procedure](#). Clients and students should complete the **Feedback/Complaint Form which is available on our website or contact the Executive Director on 07 3620 8800**. Any reports of discrimination or harassment will be treated seriously and investigated promptly, confidentially and impartially.

Disciplinary action will be taken against anyone who discriminates against clients, students or co-workers. Discipline may involve a warning, transfer, counselling, demotion or dismissal, depending upon the circumstances.

**All people associated with Healthy Options Australia may expect the same rights:**

- The right to learn, teach or carry out their duties
- The right to seek assistance
- The right to be treated fairly and with respect
- The right to be safe in the workplace
- The right to have all reports of harassment to be treated seriously, impartially and sensitively.
- Harassment and discrimination, including victimisation and bullying, is unwelcome, uninvited and unacceptable behaviour that will not be tolerated
- The right to inform management of any harassment and management has the responsibility to take immediate and appropriate action to address it

**Students, Clients and Employees have the responsibility to:**

- Make Healthy Options Australia a safe place to study, seek assistance and work by not threatening, bullying, or hurting others in any way
- Make the classroom safe by obeying instructions
- Make Healthy Options Australia premises safe by not bringing illegal substances or weapons onto our premises: and
- Not steal, damage or destroy the belongings of others

**It is expected that all employees will:**

- When acting in the course of their employment, comply with all applicable Australian laws
- Maintain appropriate confidentiality
- Disclose, and take reasonable steps to avoid any conflict of interest in connection with their employment
- Not use status, power or authority, in order to gain, or seek to gain a benefit or advantage for the employee or for any other person.

Victimisation is unacceptable and will not be tolerated. No person making a complaint or assisting in the investigation of a complaint will be victimised.

Harassment should not be confused with legitimate comment and advice which may include feedback given appropriately by management or trainers and assessors.

**Sexual Harassment**

A person sexually harasses another person if:

- The person makes an unwelcome sexual advance, or an unwelcome request for sexual favours, to the person harassed or
- Engages in other unwelcome conduct of a sexual nature in relation to the person harassed

Conduct of a sexual nature includes making a statement of a sexual nature to a person, or in the presence of a person, whether the statement is made orally or in writing. This kind of behaviour will not be tolerated.

Employees who believe they are a victim of sexual harassment should follow the [Grievance and Conflict Resolution Procedure](#). Clients and students should complete the [Feedback/Complaint Form which is available on our website or contact the Executive Director 07 3620 8800](#). A report of the facts can be made in complete confidence.

Where appropriate, Healthy Options Australia will not hesitate to report sexual harassment allegations to the Equal Opportunity Commission. If it has been established that an offence has been committed it may result in immediate dismissal of the offender.

## Discrimination

Discrimination means treating someone unfairly because they belong in a particular group of people. Under federal and state anti-discrimination laws, discrimination on the following grounds is against the law:

Sex and Sexuality	Marital status	Social Origin	Criminal Record
Pregnancy	Parental or family status	Lawful sexual activity	Political Belief
Age	Race	Trade Union activity	Religion
Impairment or illness	Nationality or ethnic origin	Gender identity or history	Breast Feeding

Our organisation is committed to providing an environment which is safe for its clients, students and employees. You will not be disadvantaged in any way as a result of lodging a complaint.

## Dr Dennis Young

Executive Director

Date:.....

## Relevant Legislation/Acts

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