



PRINT · RADIO · TASMANIA · INC
turning print into sound

EQUAL OPPORTUNITY POLICY

RPH Print Radio Tasmania believes Equal Opportunity delivers advantages to our business and workplace.

Treating people fairly has a positive impact on staff, volunteers and our audience/clients and enhances our reputation as an employer of choice.

Equal Opportunity principles are in line with our aim to get the best from our people and give them the greatest opportunity to do their work well.

All staff and volunteers working on our premises are covered by Equal Opportunity law and by this policy.

1. Equal Opportunity

Equal Opportunity means fairly treating staff, volunteers and clients.

Fair treatment is:

- treating people as individuals without making judgments based on irrelevant personal characteristics
- creating a work environment free from discrimination, harassment, bullying and victimisation
- allowing all staff and volunteers to work to their full potential
- making decisions based on merit.

2. Direct and Indirect Discrimination

Unlawful discrimination is unfairly treating people because of their particular personal characteristics or because they belong to a certain group.

Discrimination can be direct or indirect. Indirect discrimination is treatment which appears to be equal but is unfair on certain people. To be unlawful it must also be unreasonable.

It is unlawful to unfairly treat people because of their:

- age
- pregnancy
- sex
- association with child
- chosen gender
- caring responsibilities
- race
- identity of spouse
- disability
- religious appearance or dress
- sexuality
- political opinion
- marital or domestic partnership status
- religion
- social origin
- irrelevant criminal record
- trade union activity

It is unlawful to unfairly treat people in employment, education, providing goods and services, accommodation, clubs and associations, granting qualifications, advertising or selling land.

Sometimes discriminating behaviours are referred to as bullying. Bullying is behaviour which makes people feel offended, afraid or humiliated and in the circumstances it is reasonable to feel that way.

Bullying behaviour relating to age, sex, chosen gender, race, disability, sexuality, marital or domestic partnership status, pregnancy, association with child, caring responsibilities, identity of spouse, religious appearance or dress, political opinion, religion, social origin, irrelevant criminal record or trade union activity is unlawful.

Legitimate comment on performance or work related behaviour is not unfair treatment. Managers can give full and frank feedback in a constructive and sensitive way.

3. Sexual Harassment

Sexual harassment is sexual behaviour which makes people feel offended, afraid or humiliated and in the circumstances, it is reasonable to feel that way.

Both men and women can sexually harass or be harassed.

Sexual harassment is determined from the point of view of the person feeling harassed.

It is how the behaviour is received not how it is intended that counts.

Sexual harassment can be:

- unwelcome touching or kissing
- comments or jokes, leering or staring
- sexual pictures, objects, emails, text messages or literature
- direct or implied propositions, or requests for dates
- questions about sexual activity.

Mutual attraction or friendship with consent is not sexual harassment.

4. Victimisation

Victimisation is unfairly treating people for complaining or helping others to complain, either within our organisation or to the Equal Opportunity Commission.

Unlawful victimisation is unfair treatment for complaints about discrimination or sexual harassment.

5. Statement of Commitment

RPH Print Radio Tasmania commits to fair treatment in our policies, procedures or practices in:

- employment – recruiting, selecting, terms and conditions, training, promotion
- offering training opportunities to both staff and volunteers

Discrimination, sexual harassment and victimisation will not be tolerated.

6. Rights and Responsibilities

Equal Opportunity law gives rights and responsibilities to employees, current and potential, and to employers.

Staff and volunteers have:

- the right for employment decisions to be made on merit
- the right not to be discriminated against, sexually harassed or victimised at work
- the right to be protected by their employers from these behaviours
- the right to complain
- the right to work in an environment free of discrimination and sexual harassment
- the responsibility not to discriminate against, sexually harass or victimise other staff or volunteers
- the responsibility to be familiar with Equal Opportunity policies and complaint procedures
- the right to report to management if they are being harassed by anyone in the course of their work.

Customers or clients have:

- the right to not be discriminated against, sexually harassed or victimised by the providers of goods and services
- a responsibility not to harass the providers of goods and services
- the right not to be discriminated against, sexually harassed or victimised at work
- the right to be protected by their employers from these behaviours
- the right to complain
- the responsibility not to discriminate against, sexually harass or victimise

Employers have:

- the right to control, direct and monitor work performance
- the right to give legitimate comment on performance or work related behaviour
- the responsibility to ensure that the workplace and goods and services offered are free from discrimination, sexual harassment and victimisation
- the responsibility to take all reasonable steps to prevent these behaviours
- the responsibility to respond quickly, seriously and effectively to any complaints.

7. Our Practice

RPH Print Radio Tasmania has an Equal Opportunity Policy which applies to all.

The Station Manager has the responsibility for implementing this policy.

The management team has the responsibility to communicate the policy to employees and volunteers and ensure it is followed.

Employees and volunteers have the responsibility to be familiar with this policy and follow it.

8. Complaints

As Station Manager I have the ultimate responsibility for implementing this policy.

Any complaints about policy breaches will be dealt with quickly, seriously and confidentially.

In the first instance contact The Station Manager, Vaughn Bennison, who will;

- hear your complaint
- give you information on policies and procedures
- discuss options to resolve the problem
- refer you for more help if needed.

The Tasmania Equal Opportunity Commission

At any time you have the right to contact an external agency for advice or help. The Tasmania Equal Opportunity Commission can be contacted via:

Telephone : (03) 6233 4841

Website : www.antidiscrimination.tas.gov.au

Anyone making a complaint or helping someone else to complain about unlawful discrimination or harassment is protected from being victimised for complaining.

Anyone found to have breached this policy or the law, or to have made a false or malicious complaint, will be disciplined. Discipline may include demotion, suspension or dismissal.

I support and endorse this Equal Opportunity Policy.

Authorised by:

Vaughn Bennison - Manager

Endorsed by:

Management Committee
RPH Print Radio TASMANIA

Date : 01/12/2014.