



Anti-Discrimination & Equal Opportunity Policy

1. Purpose

This policy sets out Glen Eira U3A's anti-discrimination and equal opportunity approach and the governance structures, responsibilities and processes to ensure compliance with its obligations under legislation.

Glen Eira U3A recognises that prohibiting discriminatory policies and practices is both a legal obligation and good practice.

1. Scope

1.1 Areas of policy coverage

The primary legislation is the Equal Opportunity Act 2010 (Vic). It prohibits discrimination based on protected attributes as set out below. Additional relevant laws include the Charter of Human rights and Responsibilities Act 2006 (Act) and the Racial and Religious Tolerance Act 2001 (Vic).

Glen Eira U3A does not advocate, tolerate, condone or practice discrimination and regards as unfair, all forms of unlawful discrimination or vilification, including but not limited to that which relates to:

- gender identity (which includes gender expression)
- pregnancy and potential pregnancy
- marital/domestic status
- disability (including cognitive, visual, auditory and physical disabilities)
- age
- family responsibilities, family status, status as a parent or carer
- racial classification or caste (including race, colour, nationality and ethnic or national origin)
- sexuality, transsexuality or transgender
- religious or political beliefs or activities
- trade union or employer association membership or activities
- physical features
- occupation or calling
- medical record (including HIV/AIDS, HepB&C or communicable diseases vilification)
- criminal record.

2.2 Definitions

- Equal Opportunity: consists of ensuring that all members and volunteers are given equal access to the services and benefits provided by Glen Eira U3A.
- Discrimination: consists of treating an individual with a particular attribute less favourably than an individual without that attribute or with a different attribute under similar circumstances. It can also involve seeking to impose a condition or requirement on a person with an attribute who does not or cannot comply, while people without that attribute do/can comply.
- Victimisation: happens where a person is treated harshly or suffers detriment because they have made a complaint of discrimination. Victimisation will also happen if a person suffers detriment because they have provided information or evidence in connection with a complaint.

2.3 Members and Volunteers

It is the responsibility of all members and volunteers to:

- Treat each other with respect and without regard to non-relevant criteria or distinctions
- Familiarise themselves with this anti-discrimination and equal opportunity policy
- Where appropriate, suggest ways in which practices, systems and procedures could be improved to reduce the likelihood of discrimination occurring.

Glen Eira U3A is an equal opportunity manager of volunteers. In all cases, no factors other than performance and competence will be used as the basis for training and development opportunities for volunteers and/or intending volunteers.

2.4 Courses and Programmes

Glen Eira U3A will ensure that its courses, programmes, policies, procedures, practices, publications and forms accord with the principles expressed in this policy.

2.5 Governance Approach

Members of the Committee of Management will:

- Promote a culture of anti-discrimination and equal opportunity compliance
- Review the Glen Eira U3A practices and processes to ensure that they adequately incorporate precautions against discrimination
- Conduct elections to positions on the Committee that are free from discrimination and provide an equal opportunity for all members to stand for election
- Ensure all members and volunteers have access to the anti-discrimination policy by its publication on the website and/or newsletter.
- Periodically evaluate the effectiveness of any established systems to remove and/or prevent discrimination
- Make reasonable accommodations to allow diverse groups to access benefits provided by membership and access to its courses, programs and activities. This is especially applicable to people with disabilities. Reasonable accommodations, including the role of carer, are set out in the Glen Eira U3A's **Class Operations & Attendance Policy**.

- Members of the Health, Safety and Wellbeing Committee will investigate and resolve any areas that may be in breach of the policy.

2.6 Complaint or Breach of Policy

A person who believes they are being treated unfairly as a result of discrimination should report the matter to members of the Health, Safety and Wellbeing Committee.

The Health, Safety and Wellbeing Committee acts as an agent of the President with responsibility for ensuring that a complaint or a breach of this policy is handled in accordance with Glen Eira U3A's **Grievance and Dispute Resolution Policy**.

A report of discrimination will be investigated promptly, confidentially and fairly.

2. Roles and Responsibilities

This policy applies equally to all Glen Eira U3A members and volunteers (including Members of Committees, Tutors, Reception and Office Staff and contractors who undertake activities and functions performed on behalf of Glen Eira U3A)

The Health, Safety and Wellbeing Committee members are responsible for:

- Establishing, implementing, publishing, and reviewing this policy
- Fostering equal opportunity and setting an example by their own behaviour
- Ensuring that the practices and processes incorporate precautions against discrimination in such areas as selecting volunteers, admitting members and providing access to courses
- Ensuring reasonable accommodations are made to allow diverse groups to become members and participate in the programs and activities
- Ensuring that allegations of discrimination or vilification are properly investigated

3. Revision History

Version	Date	Changes
V1.0	19 June 2017	Endorsed by Glen Eira U3A Management Committee
V2.0	11 May 2023	Endorsed by Glen Eira U3A Management Committee
V3.0	30 May 2024	Endorsed by Glen Eira U3A Management Committee