

POLICY 08: ANTI-DISCRIMINATION POLICY

1. INTRODUCTION

U3A Mornington (U3AM) recognises that prohibiting discriminatory policies and practices is both a legal obligation and good practice. U3AM endorses diversity, supports equal rights and equal opportunity, and does not advocate, support or practise discrimination based on characteristics such as gender, race, national origin, sexual orientation, religion, or disability, whether covered by applicable legislation or not.

2. PURPOSE

This document sets out U3AM's anti-discrimination policy and the governance structures, responsibilities and processes to give effect to the policy and ensure U3AM complies with its obligations under legislation.

This policy also aims to foster a culture that maximises access to membership and grows organisational performance.

3. SCOPE

This policy applies to all the policies and processes developed by U3AM, as well as classes and activities organised by U3AM for its members.

This policy applies to our member tutors, honorary/guest tutors and volunteers (hereafter referred to as volunteers) and to our members.

4 DEFINITIONS

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.

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Equal Opportunity consists of ensuring that all volunteers and members are given equal access to the services and benefits provided by U3AM.

5. POLICY

5.1 U3AM does not advocate, tolerate, condone or practise discrimination and regards as unfair, all forms of unlawful discrimination, including but not limited to that which relates to:

- Gender
- Race, ethnicity, or national origin
- Sexual orientation
- Religious or political beliefs or activities
- Disability

5.2 U3AM 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.

5.3 U3AM will ensure that its classes/activities/programs, policies, procedures, practices, publications and forms accord with the principles expressed in this policy.

5.4 All members and volunteers of U3AM must comply with the principles expressed in this policy.

6. RESPONSIBILITIES

6.1 U3AM's Committee of Management (Committee) is responsible for:

- Establishing, implementing, publishing, and reviewing this policy.
- Fostering equal opportunity and setting an example by their own behaviour.

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- Ensuring that U3AM's practices and processes incorporate precautions against discrimination in such areas as course selection, selecting volunteers, admitting members and wherever possible, providing access to classes and activities.
- Ensuring that allegations of discrimination are properly investigated.

6.2 It is the responsibility of all members and volunteers to:

- Treat each other with respect and without regard to non-relevant criteria or distinctions.
- Ensure that they are aware of U3AM's policy against discrimination and to familiarise themselves with it.
- Act in a manner that would not be considered as discriminatory, pursuant to this policy or any applicable legislation.
- Where appropriate, suggest ways in which practices, systems and procedures could be improved to reduce the likelihood of discrimination occurring.

6.3 It is the responsibility of the Secretary to receive complaints about a breach of this policy and to bring them to the attention of the President and the Committee.

6.4 U3AM's President is responsible for ensuring that a complaint of a breach of this policy is handled in accordance with the Grievance & Dispute Resolution Policy.

7. PROCEDURE

7.1 The Committee of Management will:

- Review U3AM's practices and processes to ensure that they adequately incorporate precautions against discrimination
- Review the leadership and commitment given to eliminating discrimination through active promotion of this Anti-Discrimination Policy.

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- Conduct elections to positions on the Committee of Management that are free from discrimination and provide an equal opportunity for all members to stand for election.
- Periodically evaluate the effectiveness of the systems established to remove and/or prevent discrimination.
- Analyse all reported breaches to identify systematic trends and ensure that any adverse trends are addressed.
- Ensure a culture of anti-discrimination and equal opportunity compliance is promoted across the organisation.

7.2 This policy will be made available on the U3AM website so that all members and volunteers have access to it.

7.3 A person who believes they are being treated unfairly as a result of discrimination may report the matter to the Secretary. The Secretary will immediately inform the President and the Committee.

7.5 A report of discrimination will be investigated promptly, confidentially and fairly, in accordance with the Grievance & Dispute Resolution Policy.

8. RELATED POLICIES

01: Code of Conduct

02: Privacy Policy

05: Grievance & Dispute Resolution Policy

9. REFERENCES

U3A Network Victoria

Institute of Community Directors Australia (Policy Bank)

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