

Policy No. 6: Anti-Discrimination

1. Introduction

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

2. Purpose

- 2.1 This document sets out U3A Frankston's anti-discrimination policy and the governance structures, responsibilities and processes to give effect to the policy and ensure the organisation complies with its obligations under legislation.
- 2.2 This policy aims to foster an organisational culture that maximises access to membership and grows organisational performance.

3. Policy

- 3.1 *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.
- 3.2 *Equal Opportunity* consists of ensuring that all volunteers and members are given equal access to the services and benefits provided by U3A Frankston.
- 3.3 *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.
- 3.4 U3A Frankston does not advocate, tolerate, condone or practise discrimination and regards as unfair, all forms of unlawful discrimination or vilification, including but not limited to that which relates to:
 - gender
 - marital/domestic status
 - disability
 - race, colour, national extraction, social origin, descent, and ethnic or national origin
 - age
 - family responsibilities, family status, status as a parent or carer
 - racial classification or caste

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- sexuality, transsexuality or transgender
 - religious or political beliefs or activities
 - physical features
 - occupation or calling
 - medical records, including HIV/AIDS vilification
 - criminal record.
- 3.5 U3A Frankston 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.
- 3.6 U3A Frankston will ensure that its programs, policies, procedures, practices, publications and forms accord with the principles expressed in this policy.
- 3.7 U3A Frankston will make all reasonable accommodations to allow people who experience difficulties in their dealings with it to benefit equally from its activities.
- 3.8 All of U3A Frankston's members and volunteers will comply with the principles expressed in this policy.

4. Procedures

- 4.1 U3A Frankston's Committee of Management will:
- review the organisation's practices and processes to ensure that they adequately incorporate precautions against discrimination
 - 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
 - make reasonable accommodations to allow diverse groups to access benefits provided by membership of the organisation and its programs and activities
 - monitor the performance of office bearers and volunteers in regard to this policy
 - 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.

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- 4.2 All members, volunteers and employees will be made aware of the organisation's anti-discrimination policy by its publication on the organisation's website and/or newsletter.
- 4.3 A person who believes they are being treated unfairly as a result of discrimination may report the matter to U3A Frankston's Secretary. The Secretary will inform the President immediately.
- 4.4 A report of discrimination will be investigated promptly, confidentially and fairly, in accordance with the *Grievance Procedure* as set out in Rule 47 of the Rules of U3A Frankston Inc.

5. Responsibility

- 5.1 U3A Frankston's Committee of Management is responsible for:
 - establishing, implementing, publishing and reviewing this policy
 - fostering equal opportunity and setting an example by their own behaviour
 - ensuring that the organisation's practices and processes incorporate precautions against discrimination in such areas as selecting volunteers, admitting members and providing access to programs
 - ensuring reasonable accommodations are made to allow diverse groups to become members and participate in the organisation's programs and activities
 - ensuring that allegations of discrimination or vilification are properly investigated.
- 5.2 It is the responsibility of all members and volunteers to:
 - treat each other with respect and without regard to non-relevant criteria or distinctions
 - 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.
- 5.3 It is the responsibility of U3A Frankston's Secretary to receive complaints about a breach of this policy and to bring them to the attention of the President.
- 5.4 U3A Frankston's President is responsible for ensuring that a complaint of a breach of this policy is handled in accordance with the *Grievance Procedure* as set out in Rule 47 of the Rules of U3A Frankston Inc.

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6. Authorisation

- 6.1 This policy was adopted by the Committee of Management of U3A Frankston and minuted as such, on 18 March 2016.
- 6.2 This policy will be published by the Committee of Management of U3A Frankston on its website within 4 weeks of the date of this authorisation.

ANNEX 1: Guidelines for Acceptance of Disabled Members of the Community.

Related Policies

- Policy No. 1: Privacy
- Policy No. 2: Code of Conduct
- Policy No. 3: Sexual Harassment
- Policy No. 4: Bullying
- Policy No. 5: Risk Management
- Policy No. 7: Health & Safety (Serious Injury & Incident Report)
- Policy No. 8: Conflict of Interest

Version Number: 1	U3A Frankston Policy No. 6 – Anti-Discrimination
Endorsed by U3A Committee of Management	Date: 18 March 2016
Revised	Date:

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ANNEX A.

**PROCEDURE: APPLICATION FOR MEMBERSHIP
BY A PERSON WITH SPECIAL NEEDS**

1. *Introduction*

The Committee of Management of U3A Frankston recognises the right of all people to apply for membership under the Rules of the organisation, without discrimination. However, as a volunteer organisation with no full-time or paid staff members, the Committee of Management may need to consider applications from members of the community with a disability on the basis of:

- a. whether U3A Frankston is able to manage the special needs required in each case; and
- b. whether the person with a disability is able to attend classes (with or without a carer).

2. *Purpose*

The purpose of this document is to outline the procedure which should be followed when an application is made to join U3A Frankston by a person with special needs. As no Committee member or volunteer is qualified in this field to manage or care for special needs, or is present in a full-time role, the organisation may not be able to offer membership to all those applicants who have a disability.

3. *Procedures*

To ensure the wellbeing and safety of any applicants who apply for membership and have a disability, the U3A Frankston Committee of Management has decided that the following procedures will occur:

- 3.1 A meeting will be organised by a Committee of Management member and one other member of U3A Frankston with the person applying for membership and their carer and/or a representative.
- 3.2 The Committee Member should explain the nature and purpose of the organisation to ensure that all parties understand that U3A Frankston cannot provide any care or support, but just a place in a class/es
- 3.3 The Committee member should advise that U3A Frankston is situated on the school grounds of John Paul College and that school children have the right to pass by our rooms or wait for their parents in the car park. The organisation is also subject to directives from the College.
- 3.4 The Committee member will also advise that there are portable ramps to the classrooms and a disabled toilet on the premises with a key card available.

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- 3.5 A “manual” U3A Frankston membership application form must be completed by the prospective member and the form attached to this Annex, *Application to Join U3A: Applicant with Special Needs*, completed by the Committee member from details supplied.
- 3.6 The prospective member should be advised that the organisation has Rules, Policies and a Code of Conduct which must be adhered to, and that these are available on the noticeboards and website.
- 3.7 Membership fees and class term costs will then be advised and the prospective member asked about his/her interests. Class options will then be discussed, with guidance being given as to what type of classes may be suitable. This can be dependent upon U3A Frankston having suitable classes already established appropriate to his/her interests and whether there are any vacancies in these classes. A manual enrolment form may be completed at this stage.
- 3.8 The Executive of the Committee of Management will then discuss the application and if agreed, the prospective member and/or carer advised within 5 days.
- 3.9 The Class Co-ordinator should then input the membership details and class enrolment details into the data base system and advise the tutor/s of these class/es. The tutor/s should be reminded that U3A Frankston has an Anti-Discrimination Policy and that the Committee of Management has agreed to his/her membership. If the tutor is concerned about the nature of the disability and their ability to cope with this person, this must be stated before the classes commence.
- 3.10 The prospective member and carer must be advised that the tutor has full control of the class and has the right to expect certain standards of behaviour in the classroom.
- 3.11 If the criteria are not met, or there are no suitable classes available at U3A Frankston, then the prospective member will be advised of the reasons why U3A Frankston cannot accept them as a member.



**U3A FRANKSTON INC.
POLICY MANUAL**

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**CONFIDENTIAL APPLICATION TO JOIN U3A
APPLICANT WITH SPECIAL NEEDS**

NAME:		
CONTACT NO.		
CARER'S NAME:		
CONTACT NO:		
CONTACT NO. IN CASE OF EMERGENCY:		
ORGANISATION:		
CONTACT NAME & NO:		
INFORMATION REQUIRED		
Carer Required:	Full Time:	Part-time::
Travel to U3A:	With Carer:	By taxi*: By own means:
Mobility:	Is mobile:	Requires assistance:
Understands there are Rules and Code of Conduct:		
Classes would like to attend:		
General Comments:		

Notes: Please advise the following:

*Sometimes there is a long wait for taxis and a suitable place for the person to wait must be agreed on. The taxi company must be advised of this.

**There is a disabled toilet on the premises with a key card hung on the hook on the left hand side of the noticeboard on the back wall of the reception area.

Signed: _____ Date: _____
Management Committee Member