Department: **Education**	Description: **Policy**
Administrative Area: **Policy and Legislative**	Type: **Highly Recommended**
Document Name: **Anti-Discrimination**	Issue Date: **26 February 2018**
Document ID: **SQS192.001.ADM**	Review Date: **Term 1 - 2020**

Northpine Christian College

Anti-Discrimination Policy

Purpose:	Seventh-day Adventist Schools (South Queensland) Limited is committed to protecting students and employees from unlawful discrimination and to responding appropriately should such discrimination occur	
Scope:	Students and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements	
References:	• Anti-Discrimination Act 1991 (Qld) • Australian Human Rights Commission Act 1986 (Cth) • Age Discrimination Act 2004 (Cth) • Disability Discrimination Act 1992 (Cth) • Racial Discrimination Act 1975 (Cth) • Sex Discrimination Act 1984 (Cth) • SDAS(SQ)Ltd Sexual Harassment Policy (SQS189.001.ADM) • SDAS(SQ)Ltd Workplace Bullying Policy (SQS202.001.ADM) • SDAS(SQ)Ltd Disability Discrimination Policy (SQS203.001.ADM) • SDAS(SQ)Ltd Student Code of Conduct Statement (SQS204.001.ADM) • SDAS(SQ)Ltd Staff Code of Conduct Policy (SQS188.001.ADM) • SDAS(SQ)Ltd Complaints and Dispute Resolution Policy (SQS193.001.ADM) • SDAS(SQ)Ltd Complaints and Dispute Resolution Procedures (SQS194.001.ADM) • SDAS(SQ)Ltd Equity Contact Officer Policy (SQS190.001.ADM) • SDAS(SQ)Ltd Equity Contact Officer Position Description (SQS191.001.ADM)	
Status:	Approved	**Supersedes:**
Policy Owner:	Seventh-day Adventist Schools (South Queensland) Limited	
Authorised by:	Chief Executive Officer	**Date of Authorisation:** 19 February 2018
Approved by:	This policy has been ratified by the Board of Directors of Seventh-day Adventist Schools (South Queensland) Limited as the **Anti-Discrimination Policy** for Seventh-day Adventist Schools (South Queensland) Limited. **Pr Brett Townend** Board of Directors Chairperson **Date of Approval:** 26/02/2018 **Pr Colin Renfrew** Board of Directors Secretary **Date of Approval:** 26/02/2018	
Review Cycle:	Reviewed Biennially (every two years)	**Next Review Date:** Term 1 - 2020
Review Team:	Board of Directors, AdSAFE, NSSAB, Chief Executive Officer, Project Officers	

Seventh-day Adventist Schools (South Queensland) Limited

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Revised by	Section	Details of Changes
Steve Cowley (26 March 2018)	Whole document	As per BoD 'flying minute' of 26 February 2018: • document status changed from 'Draft' to 'Approved' • issue and approval dates changed to 26 February 2018 • names of BoD Chairperson and Secretary added • SDASSQ changed to SDAS(SQ)Ltd
Steve Cowley (6 April 2018)	Whole document	As per email from Jack Ryan 5 April 2018, changed **Education Director** and **Chief Education Director** titles to **Chief Executive Officer**

Rationale

All students and employees of Seventh-day Adventist Schools (South Queensland) Limited have the right to learn and work in an environment free from unlawful discrimination. Seventh-day Adventist Schools (South Queensland) Limited will provide a fair and safe learning and teaching environment where all students and employees have equal opportunities.

Seventh-day Adventist Schools (South Queensland) Limited is committed to protecting students and employees from unlawful discrimination and to responding appropriately should such discrimination occur, including possible disciplinary action. Any instances of discrimination should be reported under the SDAS(SQ)Ltd Complaints and Dispute Resolution Policy (SQS193.001.ADM).

In accordance with relevant law, Seventh-day Adventist Schools (South Queensland) Limited will act to prohibit unlawful discrimination towards its students and employees, on the basis of "protected attributes" relevant to the school, whilst students and employees are engaging in their education and work at educational entities owned and operated by Seventh-day Adventist Schools (South Queensland) Limited. Both direct and indirect unlawful discrimination are prohibited.

In accordance with the relevant law, Seventh-day Adventist Schools (South Queensland) Limited prohibits unlawful discrimination against students in all facets of education, including:

- Admission and enrolment applications;
- Terms of admission and enrolment;
- Variation of the terms of a student's enrolment;
- Denial or limitation of benefits normally resulting from enrolment;
- Exclusion or suspension of students;
- Assessment and examination;
- Access to resources and facilities;
- Treatment of a student in regard to training or instruction.

In accordance with the relevant law, Seventh-day Adventist Schools (South Queensland) Limited prohibits unlawful discrimination against employees undertaking all categories of work, whether it be full-time, part-time, permanent, fixed-term, casual, work experience, vocational placement or voluntary, and in every aspect of work, including:

- Recruitment;
- Terms and conditions;
- Training;
- Promotion;
- Termination of employment.

Definitions

- Direct discrimination - direct discrimination on the basis of an attribute happens if a person treats, or proposes to treat, a person with an attribute less favourably than another person without the attribute is or would be treated in circumstances that are the same or not materially different.
- Indirect discrimination - indirect discrimination on the basis of an attribute happens if a person imposes, or proposes to impose, a term:
    a) With which a person with an attribute does not or is not able to comply;
    b) With which a higher proportion of people without the attribute comply or are able to comply;
    c) That is not reasonable.
- Sex discrimination - includes:
    a) Treating a person less favourably because of their sex than someone in similar circumstances of a different sex;
    b) Imposing an unreasonable requirement or condition which disadvantages people of a particular sex.
- Age discrimination - includes:
    a) Treating a person less favourably because of their age than someone in similar circumstances of a different age;
    b) Imposing an unreasonable requirement or condition which disadvantages people of a particular age or age groups.
- Race discrimination - a person's race includes their:
    a) Colour; and
    b) Descent or ancestry; and
    c) Ethnicity or ethnic origin; and
    d) Nationality or national origin.
- Impairment – covers all types of impairment including:
    a) Physical: including the total or partial loss of a person's bodily functions; the malfunction, malformation or disfigurement of a part of a person's body;
    b) Psychiatric: including mental illnesses; depression; anxiety; schizophrenia; bipolar disorder; anorexia;
    c) Sensory: including visual impairment and blindness; hearing impairment and deafness;
    d) Other conditions: including learning more slowly; epilepsy; autism and intellectual disabilities.

    It does not matter whether a person was born with an impairment or it developed later, or as the result of an injury. The Act also covers people who previously had an impairment which no longer exists.

- Employee - an individual undertaking all categories of work, whether it be full-time, part-time, permanent, fixed-term, casual, work experience, vocational placement or voluntary, and in every aspect of work
- Adult student - an adult student means a student who has attained the age of 16 years
- Equity Contact Officer – provide assistance to staff who are subjected to discrimination and harassment and support management in the prevention and elimination of such behaviour in the workplace (see *SDAS(SQ)Ltd Equity Contact Officer*)

Responsibilities

System Responsibilities

Seventh-day Adventist Schools (South Queensland) Limited acknowledges its responsibility to provide an environment free from discrimination. Seventh-day Adventist Schools (South Queensland) Limited will undertake the following steps to prevent and appropriately respond to any instances of discrimination:

- Develop and implement an anti-discrimination policy to assist in preventing any instances of discrimination;
- Educate and train relevant employees to assist in preventing any instances of discrimination and to appropriately respond to any instances of discrimination;
- Establish appropriate grievance and complaints procedures via its SDAS(SQ)Ltd Complaints and Dispute Resolution Policy and Procedures (SQS194.001.ADM) to appropriately respond to any instances of discrimination;
- Remove any discriminatory or offensive materials, rules and practices to assist in preventing any instances of discrimination;
- Encourage employees to contribute to a healthy workplace culture to assist in preventing any instances of discrimination.

School Responsibilities

The education entities of Seventh-day Adventist Schools (South Queensland) Limited are responsible for providing an environment free from discrimination. All education entities of Seventh-day Adventist Schools (South Queensland) Limited will undertake the following steps to prevent and appropriately respond to any instances of discrimination:

- Implement SDAS(SQ)Ltd Anti-Discrimination Policy (SQS192.001.ADM) to assist in preventing any instances of discrimination;
- Appoint an Equity Contact Officer - see SDAS(SQ)Ltd Equity Contact Officer Policy (SQS190.001.ADM) and SDAS(SQ)Ltd Equity Contact Officer Position Description (SQS191.001.ADM);
- Educate and train relevant employees and students to assist in preventing any instances of discrimination and to appropriately respond to any instances of discrimination;
- Establish appropriate grievance and complaints procedures via its SDAS(SQ)Ltd Complaints and Dispute Resolution Policy and Procedures (SQS193.001.ADM) to appropriately respond to any instances of discrimination;
- Remove any discriminatory or offensive materials, rules and practices to assist in preventing any instances of discrimination;
- Encourage employees and students to contribute to a healthy workplace culture to assist in preventing any instances of discrimination.

Student and Employees Responsibilities

All students and employees of Seventh-day Adventist Schools (South Queensland) Limited have a responsibility not to engage in discrimination against any person.

If students or employees believe that this type of behaviour is occurring in the school, they should make a complaint under the SDAS(SQ)Ltd Complaints and Dispute Resolution Policy and Procedures (SQS193.001.ADM).

Implementation

To provide an enjoyable, harmonious work environment that actively discourages discrimination and to ensure that proper standards of conduct are maintained at all times:

- All staff share a responsibility to ensure our school environment is free from discrimination;
- All staff have a responsibility to ensure their own behaviour does not constitute or foster discrimination, and will be involved in anti-discrimination professional development;
- A workplace contact person will be the nominated initial point of contact for complaints;
- It is not the role of the workplace contact person to investigate, substantiate or resolve complaints. They are required to inform the Principal regarding any complaint that has been made, and to inform the complainant of their rights and options. The Principal will investigate complaints;
- All complaints will be treated with utmost confidentiality;
- All attempts will be made to positively resolve any complaints at the local workplace, but complainants may choose to take their concerns to another authority such as the Equal Opportunity Commission;
- The Principal is to be informed immediately of any concerns relating to the discrimination of students or staff.

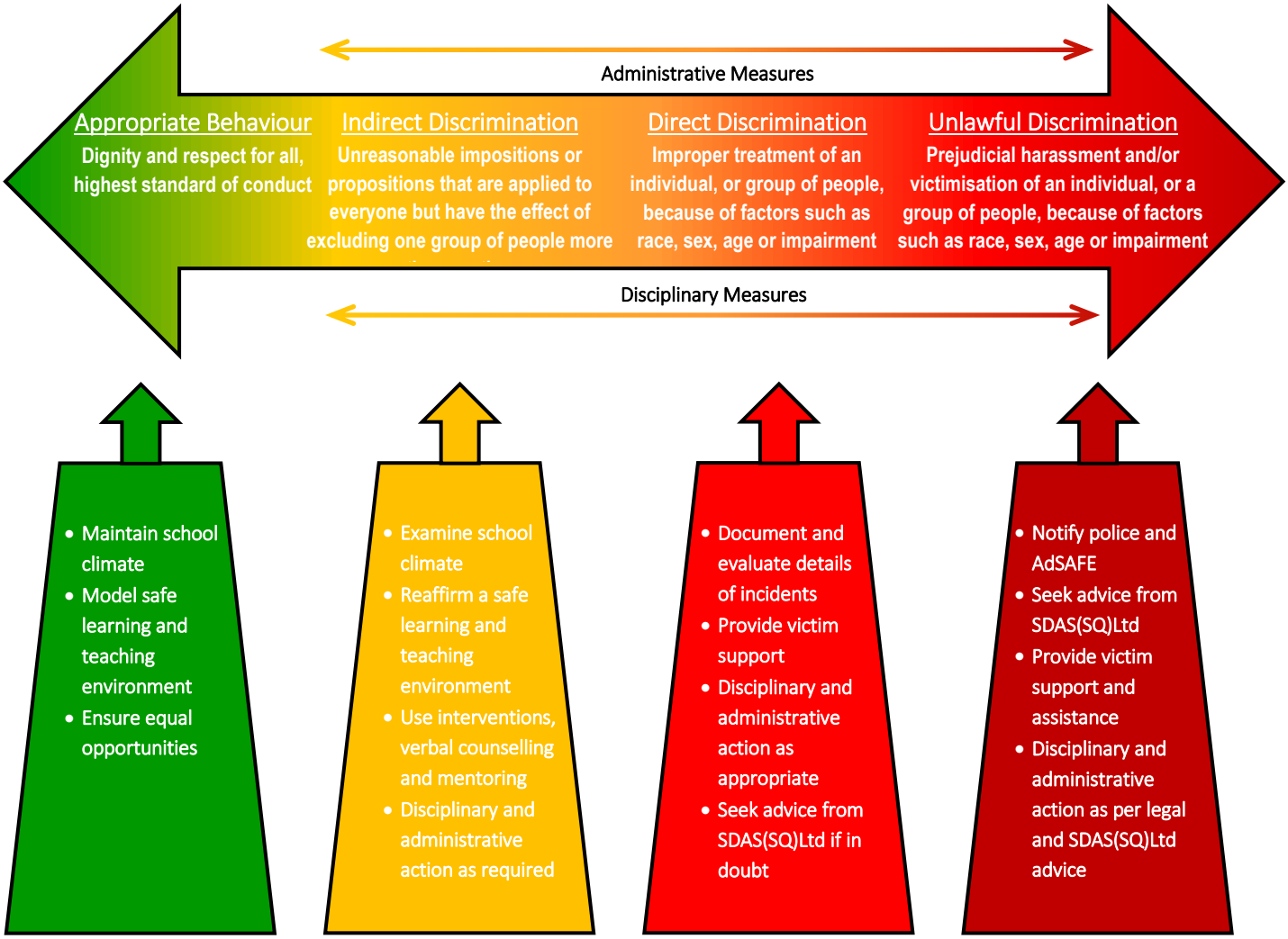
Compliance and Monitoring

Each school that is part of Seventh-day Adventist Schools (South Queensland) Limited will need to take reasonable steps to prevent discrimination as follows:

- Awareness - regularly raise awareness of discrimination with staff, parents and students via the clear support and promotion of the anti-discrimination policy by the school board and executive management team;
- Training staff - regularly educate and train employees (especially senior staff) appropriately on how to prevent and manage discrimination;
- Instructing students – how to identify discrimination (e.g. race, impairment, gender) and that in the first instance to report directly to their classroom teacher.
- Dispute resolution - awareness, promotion and implementation of the SDAS(SQ)Ltd Complaints and Dispute Resolution Policy and Procedures (SQS193.001.ADM);
- Record keeping, monitoring, reporting - keep appropriate records, monitor and report on discrimination issues;
- Contact the Chief Executive Officer of Seventh-day Adventist Schools (South Queensland) Limited - to provide confidential and impartial information about the school's relevant policies and processes;
- Culture - removal of any discriminatory or offensive materials, rules and practices, and encouragement of employees and students to contribute to a healthy school culture.

Appendix A

The Continuum of Discrimination



Leadership Responsibilities and Actions

(The above diagram was adapted from http://www.forces.gc.ca/assets/FORCES_Internet/images/caf-community-support-services/sm-figure5.gif <accessed 25 September 2017>)