

CONDUCT

ANTI DISCRIMINATION – RACIAL

4.09

Policy Rationale

CCAIE fully supports the principle of equal opportunities in employment and is against all forms of unlawful or unfair discrimination on the grounds of race. This policy supports CCAIE's compliance with the Racial Discrimination ACT to ensure all, regardless of race, are treated equally/fairly.

Policy Aims

The Racial Discrimination Policy covers all staff, students, volunteers, guests and clients associated with CCAIE operations. CCAIE is committed to an environment that values cultural diversity and is free from racial discrimination or harassment.

Procedures

Develop awareness and sensitivity among staff, students, volunteers and guests by:

- Recognising the history and experiences of the indigenous peoples of Australia and other ethnic groups and including this information and knowledge into programs where possible.
- Developing training and resources to assist personnel and students in dealing with racist incidents.
- Informing staff and students of their responsibilities under CCAIE's policies and relevant legislation.

- Ensuring those who experience racial discrimination know their rights and provide them with avenues of complaint and redress with CCAIE.

- Ensuring that appropriate measures (including disciplinary action where necessary) will be taken against those who practice racial discrimination.

- Complaints about racism can be made to anyone the complainant trusts and considers likely to be able to take effective action. All recipients of complaints have a responsibility to refer them to the Manager.
- The Manager on receiving the complaint will notify the respondent as soon as possible, that the complaint has been received.
- All complainants and respondents will have the right to be accompanied by a friend or advocate at all stages of the complaints procedures.
- If a student or staff member is not satisfied with a decision made by the Manager he or she can appeal to the Board of Management.
- If after examination, a complaint is found to be unsubstantiated, frivolous or vexatious, the respondent is entitled to an apology and the right to the destruction of all records pertaining to the complaint.

Evaluation

This policy will be reviewed bi-annually.