

## > Equity Policy

The following policies are designed to ensure all persons are treated fairly and equitably.

### Anti-Discrimination

Chamber of Commerce & Industry Queensland (CCIQ) is an equal opportunity employer. All persons are treated on their merits, without regard to race, age, sex, marital status or any other factor not applicable to the position. Persons are valued according to how well they perform their duties, and their ability and enthusiasm to maintain our standards of service.

CCIQ will not tolerate any form of discrimination. We believe all persons have the right to work in an environment free of discrimination and harassment.

Under federal and state anti-discrimination laws, discrimination on the basis of the following attributes is prohibited:

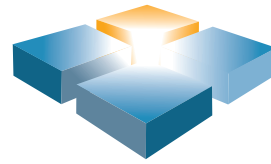
- > sex
- > marital status
- > pregnancy
- > parental status
- > breastfeeding
- > age
- > race
- > impairment
- > religion
- > political belief or activity
- > trade union activity
- > lawful sexual activity
- > association with, or relation to, a person identified on the basis of any of the above attributes.

Note: Breastfeeding is an attribute for which discrimination is prohibited for the purposes of the provision of Goods and Services (Division 4 of Part 4 of the Anti-Discrimination Act 1991). Sexual harassment is also against the law.

Managers/Facilitators must ensure that all persons are treated equitably and are not subject to discrimination. They must also ensure that people who make complaints, or witnesses, are not victimised in any way.

Any reports of discrimination or harassment will be treated seriously and investigated promptly, confidentially and impartially. Complaints may be lodged verbally but preferably in





writing.

Disciplinary action will be taken against anyone who discriminates against a co-worker. Discipline may involve a warning, formal counselling, demotion or dismissal, depending on the circumstances.

### What is discrimination?

Discrimination occurs when someone is treated unfavourably because of one of their personal characteristics. Discrimination may involve:

- > offensive 'jokes' or comments about another workers racial or ethnic background, sex, sexual preference, age, disability or physical appearance
- > display of pictures or posters which are offensive or derogatory
- > expressing negative stereotypes of particular groups, eg. "married women shouldn't be working"
- > judging someone on their political or religious beliefs rather than their work performance
- > using stereotypes or assumptions to guide decision-making about a person's career
- > undermining a person's authority or work performance because you dislike one of their personal characteristics.

### What to do if you are discriminated against

Do not ignore discrimination thinking it will go away - often it just gets worse.

If you believe you are being discriminated against, you should contact the General Manager, Performance & Culture, and request an investigation.

Should you not be satisfied with the results of the investigation, you can invoke the Appeal Procedure.

### Sexual Harassment

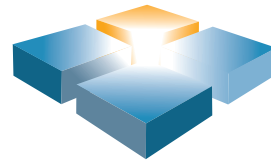
CCIQ considers sexual harassment an unacceptable form of behaviour that will not be tolerated under any circumstances. We believe all persons should be able to work in an environment free of intimidation and sexual harassment.

Under the Queensland Anti-Discrimination Act and the Federal Sex Discrimination Act, sexual harassment is against the law.

It is the company's responsibility to create an environment free from sexual harassment and it is the responsibility of all persons to support this goal. All persons should take the time to inform themselves of what is regarded as unacceptable behaviour. Managers and senior staff have a special responsibility to ensure that all persons under their supervision are treated equitably and are not subject to sexual harassment. They must also ensure that people, who make complaints, and/or witnesses, are not victimised in any way.

Any reports of sexual harassment will be treated seriously and investigated promptly, confidentially and impartially. Complaints may be lodged verbally or preferably in writing.





Disciplinary action will be taken against anyone who sexually harasses another. Discipline may involve a warning, formal counselling, demotion or dismissal, depending on the circumstances.

### What is Sexual Harassment?

Sexual harassment is any unwelcome conduct where a reasonable person would have anticipated the possibility that the other person would be offended, humiliated or intimidated by the conduct.

It may be unwelcome touching or other physical contact, remarks with sexual connotations, smutty jokes, requests for sexual favours, leering or the display of offensive material.

Sexual harassment has nothing to do with mutual attractions; such friendships are a private matter.

Sexual harassment can be a single incident; it depends on the circumstances. Obviously some actions or remarks are so offensive that they constitute sexual harassment in themselves, even if they are not repeated.

Other single incidents, such as an unwelcome invitation to go out or unwelcome compliments, may not constitute harassment if they are isolated incidents but could be termed as harassment if the behaviour continues over a period of time.

Individual persons should appropriately and clearly discourage unwelcome attention at the time that it occurs. There is no onus on the person being harassed to complain of this conduct, for many persons may find it difficult to speak up.

If you are being harassed you should contact the General Manager, Performance & Culture, and request an investigation.

Should you not be satisfied with the results of the investigation, you can invoke the Appeal Procedure.

### Workplace Bullying

Workplace bullying is "the repeated less favourable treatment of a person by another person or persons in the workplace, which a reasonable person would consider unacceptable and inappropriate workplace practice".

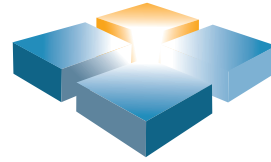
In other words, bullying is behaviour that intimidates, offends, degrades or humiliates a person, possibly in front of co-workers, contractors or clients.

There are bound to be occasional differences of opinion, conflicts and problems in working relations – these are part of working life. But when the behaviour is unreasonable and offends or harms you, then workplace bullying exists and should not be tolerated.

Workplace bullying is a pattern of abuse of workers or co-workers or contractors which can range from the subtle to the more obvious any may include but need not be limited to:

- > yelling; screaming; abuse; offensive language; insults; inappropriate comments about your appearance, personal life or lifestyle; slandering you or your family
- > belittling opinions or constant criticism





- > isolating workers from normal work interaction, training and development or career opportunities
- > overwork, creating a feeling of uselessness
- > undermining work performance; deliberately withholding work-related information or resources, or supplying incorrect information
- > unexplained job changes, meaningless tasks, tasks beyond your skills, failure to give credit where due
- > tampering with your personal effects or work equipment
- > teasing or regularly being made the brunt of pranks/practical jokes
- > displaying written or pictorial material which degrades or offends.

Workplace bullying can be instigated by, and affect, both females and males at all levels of employment.

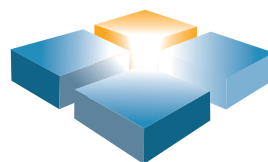
This behaviour is unacceptable and in some instances may be in breach of the Workplace Health and Safety Act or the Anti-Discrimination Act. In some instances the behaviour can get out of hand and then becomes a police matter.

People subjected to bullying inevitably suffer from low self-esteem and start to believe that their behaviour/actions have led to the bullying. There may also be cultural constraints that do not allow people to take up their issues, or there may be a sense of powerlessness due to their position in the organisation.

If you believe you are being bullied, you should contact the General Manager, Performance & Culture, and request an investigation.

Should you not be satisfied with the results of the investigation, you can invoke the Appeal Procedure.





### Equity Policies Checklist

The purpose of this checklist is to help make sure that you have read and fully understand our Equity Policy. When you have read the Equity Policy, please answer the questions below and sign, date and return this form.

	Yes	No
1. Can you discriminate on the basis of a person's race?		
2. Is it bullying if a manager counsels you on your work performance?		
3. Are you allowed to express a negative stereotype of a particular group if you believe it to be true?		
4. Can you refuse to not to work with someone who is not a union member?		
5. If someone dresses in a provocative manner is it acceptable to make suggestive comments on their appearance?		
6. Could rubbing a person on the shoulder be regarded as sexual harassment?		
7. Is it acceptable to not promote a pregnant female because you know she is going to take 12 months maternity leave?		
8. If a reasonable person would believe there was a possibility that your actions could intimidate, offend, degrade or humiliate have you breached our policies?		
9. Is it all right to refuse to work with a person because they are homosexual?		
10. If you see someone else engaging in behaviour that involved discrimination, harassment or bullying do you have to report that behaviour?		
11. If you think you are a victim should you report this to the contact officer in your workplace?		
12. If you disagree with the result of an investigation is there an internal process you can use to address this?		
13. Can you send an email containing what some may regard as "offensive" if you know the person you are sending the email to would not be offended at all be the email?		

Signature: \_\_\_\_\_

Date:        /        /

