

## **DEMENTIA ALLIANCE INTERNATIONAL**

# **SEXUAL HARASSMENT/DISCRIMINATION POLICY**

### **Policy**

Dementia Alliance International (DAI) is opposed to all forms of harassment or discrimination on the basis of age, sex, sexual orientation, disability, ethnicity, religion or politics.

### **Procedure**

**General:** As a means of ensuring that the policy as stated above is enforced DAI will not permit the propagation or dissemination of any religious, political or racial material that may give offence to any client or staff member. Any such material may only be given to another individual if it is specifically asked for and is for the use of that individual alone.

**Employment (Paid and unpaid):** All applicants for a position will be considered for an interview with a view to be considered for employment. The sole criteria for selection will be the suitability of the candidate according to the Key Selection Criteria. The Interview Panel will be as widely representative of the broader community as possible. If there is any dissent with any decision of the Panel this may be raised in writing to the Board for consideration. The Board will be required to assess any arguments and adjudicate in the matter.

**Staff and Volunteers:** Any staff member who feels that they are being discriminated against or are being unduly harassed may raise the matter with either the Manager or any member of the Board of Directors. That person will be obliged to investigate the matter and to try to resolve the matter between those people concerned. If this is not possible the matter must then be raised with the Chair of the Board of Directors (Board). All steps in the Grievance Procedure must be observed.

**Members:** No person will be refused membership of DAI if they fulfil the eligibility criteria. Any who feels that they are being discriminated against or are being unduly harassed may raise the matter with either the Chair or any member of the Board. That person will be obliged to investigate the matter and to try to resolve the matter between those people concerned. If this is not possible the matter must then be raised with the Board of Directors. All steps in the Grievance Procedure must be observed.

**Board:** It is the duty of the Board of Directors to provide an environment free of harassment and discrimination and to ensure that all incidents that are reported are dealt with quickly and effectively. It is the duty of the Board of Directors to ensure that a safe and comfortable environment exists to allow all staff and clients to adequately participate in all programs.

All information regarding any incident must be considered confidential and must not be discussed with any other person.

## **1. Affirmative Action**

### **Introduction**

Affirmative Action means taking positive steps, by means of systematic management programs, to identify and overcome past discrimination against women, to identify and eliminate present discrimination, and to prevent discrimination against women in the future.

This document applies to all employees, volunteers and contractors.

### **Purpose**

The purpose of this document is to identify DAI's position on Affirmative Action and to document the processes which will be adopted to ensure discrimination does not occur in the workplace.

### **Policy**

- DAI policies and practices will be reviewed regularly by the CEO to ensure they provide adequate support for the career progress of women.
- DAI will consult our employees about their needs, analyse our employment profile and other workplace statistics and accordingly establish goals and plans to give effective opportunities for women.
- All decisions in DAI will be based on merit.
- Any queries or concerns regarding Affirmative Action are to be referred to the Manager
- This policy applies to all employees, volunteers and contractors.

### **Responsibility**

It is the responsibility of **Management** to ensure:

- the implementation of this policy;

- they are available as the first point of contact for information, advice or complaints

It is the responsibility of the **Board** to ensure that:

- this program is continually being developed and reviewed

### **Definitions**

- *Affirmative Action* means taking steps to identify and overcome past discrimination against women, to identify and eliminate present discrimination and to prevent discrimination against women in the future.

### **Procedure**

The Board will develop and review policies and practices regularly, analyse our employment profile and other workplace statistics, establish goals and plans, and consult employees and volunteers about their needs, to ensure that DAI provides effective opportunities for women.

If required by the *Equal Opportunity for Women in the Workplace Act 1999*, DAI will submit an annual report to the Affirmative Action Agency, which will provide a detailed analysis of the processes taken to develop, continually improve and implement our Affirmative Action program.

Employees and volunteers who believe they are being treated unfairly as a result of discrimination should notify the CEO or Board Chair