
Australian Alpaca Association Ltd

Discrimination and harassment policy

1. Scope

This Discrimination and harassment policy (**Policy**) applies to:

- Australian Alpaca Association Ltd (**AAA**) employees, contractors and sub-contractors;
- AAA officeholders, directors, committee and board members (including but not limited to regional committees and board appointed committees);
- AAA judges (including apprentice judges) stewards and convenors;
- Organisers of other AAA events and volunteers assisting them;
- AAA managers of social media platforms; and
- Any other person authorised by the AAA to act on its behalf.
- AAA member participating in (or whose actions arise in connection with) sanctioned AAA activities or events; and
- Job candidates seeking a paid or unpaid position with the AAA;

(Relevant Individuals)

This Policy does not form part of any contract of employment or contract for services, whether express or implied.

2. Aims

The AAA is committed to providing a safe, flexible and respectful environment free from all forms of discrimination, bullying and sexual harassment.

All Relevant Individuals are required to treat others with dignity, courtesy and respect.

This Policy covers:

- how the AAA provides its services and interacts with all of its office bearers, members, event participants and other members of the public
- all aspects of staff relationships including recruitment and selection of Relevant Individuals; conditions and benefits; training and promotion; task allocation; shifts; hours; leave arrangements; workload; equipment and transport;
- on-site, off-site or after-hours events or activities sanctioned by the AAA; and
- Relevant Individuals' treatment of each other, of AAA members and of other members of the public encountered in the course of their duties at any sanctioned events or

activities. This includes, but is not limited to, any interactions and dealings online or via social media or electronic messaging platforms.

3. Your rights and responsibilities

All Relevant Individuals are entitled to:

- all decisions based on merit and not affected by irrelevant personal characteristics; respecting family responsibilities, disability, religious beliefs or culture
- an environment free from discrimination, bullying and sexual harassment;
- the right to raise issues or to make an enquiry or complaint in a reasonable and respectful manner without being victimised; and

All Relevant Individuals must:

- follow the standards of behaviour outlined in this Policy;
- offer support to people who experience discrimination, bullying or sexual harassment, including providing information about how to make a complaint;
- avoid gossip and respect the confidentiality of complaint resolution procedures; and
- treat everyone with dignity, courtesy and respect.

4. Unacceptable conduct

Discrimination, bullying and sexual harassment are unacceptable and unlawful under the following legislation:

- *Sex Discrimination Act 1984* (Cth)
- *Racial Discrimination Act 1975* (Cth)
- *Disability Discrimination Act 1992* (Cth)
- *Age Discrimination Act 2004* (Cth)
- *Australian Human Rights Commission Act 1986* (Cth)
- Other applicable state based legislation, where applicable

Relevant Individuals (including all office bearers) found to have engaged in such conduct might be counselled, warned or disciplined as per the relevant Code of Conduct or legislation. This includes, but is not limited to, any interactions and dealings online or via social media or electronic messaging platforms.

Severe or repeated breaches can lead to formal discipline up to and including termination of any contract for services or employment and/or suspension or termination of membership.

4.1 Discrimination

Discrimination is treating, or proposing to treat, someone unfavourably because of a personal characteristic protected by the law, such as sex, age, race or disability.

Discrimination can occur:

Directly, when a person or group is treated less favourably than another person or group in a similar situation because of a personal characteristic protected by law (see list below).

*For example, a person is harassed and humiliated because of their race
or
A person is refused participation because they are 'too old'*

Indirectly, when an unreasonable requirement, condition or practice is imposed that has, or is likely to have, the effect of disadvantaging people with a personal characteristic protected by law (see list below).

For example, a member's nomination to become an office bearer is rejected on the basis of their sexual orientation rather than on merit.

Protected personal characteristics under Federal discrimination law include:

- a disability, disease or injury, including work-related injury
- parental status or status as a carer, for example, because they are responsible for caring for children or other family members
- race, colour, descent, national origin, or ethnic background
- age, whether young or old, or because of age in general
- sex
- industrial activity, including being a member of an industrial organisation like a trade union or taking part in industrial activity, or deciding not to join a union
- religion
- pregnancy and breastfeeding
- sexual orientation, intersex status or gender identity, including gay, lesbian, bisexual, transsexual, transgender, queer and heterosexual
- marital status, whether married, divorced, unmarried or in a de facto relationship or same sex relationship
- political opinion
- social origin
- medical record
- an association with someone who has, or is assumed to have, one of these characteristics, such as being the parent of a child with a disability.

It is also against the law to treat someone unfavourably because you assume they have a personal characteristic or may have it at some time in the future.

4.2 Bullying

If someone is being bullied because of a personal characteristic protected by equal opportunity law, it is a form of discrimination.

Bullying can take many forms, including jokes, teasing, nicknames, emails, pictures, text messages, social isolation or ignoring people, or unfair work practices.

Under Federal law, this behaviour does not have to be repeated to be discrimination – it may be a one-off event.

Behaviours that may constitute bullying include:

- sarcasm and other forms of demeaning language
- threats, abuse or shouting
- coercion
- isolation
- inappropriate blaming
- ganging up
- constant unconstructive criticism
- deliberately withholding information or equipment that a person needs to do their job or access their entitlements
- unreasonable refusal of requests for leave, training or other workplace benefits.

Bullying is unacceptable in the AAA and may also be against occupational health and safety law.

4.3 Sexual harassment

Sexual harassment is a specific and serious form of harassment. It is unwelcome sexual behaviour, which could be expected to make a person feel offended, humiliated or intimidated. Sexual harassment can be physical, spoken or written. It can include:

- comments about a person's private life or the way they look
- sexually suggestive behaviour, such as leering or staring
- brushing up against someone, touching, fondling or hugging
- sexually suggestive comments or jokes
- displaying offensive screen savers, photos, calendars or objects
- repeated unwanted requests to go out
- requests for sex
- sexually explicit posts on social networking sites
- insults or taunts of a sexual nature
- intrusive questions or statements about a person's private life
- sending sexually explicit emails or text messages
- inappropriate advances on social networking sites
- accessing sexually explicit internet sites
- behaviour that may also be considered to be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.

Just because someone does not object to inappropriate behaviour at the time, it does not mean that they are consenting to the behaviour. For example, repeated attempts to contact an individual when they are alone or it is late at night, for the purposes of engaging in, or attempting to engage in, conduct in breach of this Policy, and the recipient feels uncomfortable with such contact but does not expressly say this at the time, does not mean that the individual consents to the behaviour and the conduct may amount to a breach of this Policy.

Sexual harassment is covered when it happens at work, at AAA-related events, between people sharing the same workplace, or between colleagues outside of work.

All Relevant Individuals have the same rights and responsibilities in relation to sexual harassment.

A single incident is enough to constitute sexual harassment – it doesn't have to be repeated.

All incidents of sexual harassment – no matter how large or small or who is involved – require office bearers, members and employees to respond quickly and appropriately.

The AAA recognises that comments and behaviour that do not offend one person can offend another. This Policy requires all Relevant Individuals to respect other people's limits.

5. Merit at the AAA

All decisions at the AAA will be based on merit – the experience, skills and abilities of the volunteer or employee as measured against the inherent requirements of the position – regardless of personal characteristics.

It is unacceptable and may be against the law to ask participants questions, or to in any other way seek information, about their personal characteristics, unless this can be shown to be directly relevant to a genuine requirement of the position.

6. Resolving issues

The AAA strongly encourages any Relevant Individual who believes they have been discriminated against, sexually harassed or victimised to take appropriate action in line with the Unacceptable Conduct - Complaint Handling Policy.

7. Other relevant policies

Relevant Individuals must read this Policy in conjunction with other relevant AAA policies, including:

- Complaint resolution policy and procedure
- Bullying policy
- Mission, vision and values statements
- Service and membership agreements
- AAA Codes of Conduct

8. More information

If you have a query about this Policy or need more information please contact the Company Secretary (cosec@alpaca.asn.au).

9. Review details

This Policy was adopted by the AAA on July 2022

This Policy was last updated on July 2022.