

Anti-Discrimination Policy for Skilled Health Professionals Pty Ltd T/A advance Nursing

1. Purpose

- (a) Skilled Health Professionals Pty Ltd T/A advance Nursing is committed to providing a workplace free of all forms of discrimination. It is an employee's right to be treated with dignity and respect and it is also the employee's responsibility to treat others the same way.
- (b) Skilled Health Professionals Pty Ltd T/A advance Nursing is committed to meeting its legislative obligations relating to discrimination, and will take all reasonable, practicable steps to provide and maintain a working environment free from behaviours and actions that may be discriminatory.
- (c) An internal grievance resolution process assists employees to raise issues of concern, and all complaints will be treated confidentially, seriously and sympathetically. No employee will be penalised or disadvantaged as a result of raising any genuine concern or complaint.

2. Application of this policy

- (a) This policy applies to all activities, and people involved in those activities, that take place:
 - (i) on work premises;
 - (ii) elsewhere where activities are undertaken in the course of employment; and
 - (iii) at work-related activities, such as social functions.
- (b) The policy applies to employees, contractors, customers and visitors.
- (c) Relevant and appropriate disciplinary action will be taken against anyone found to have breached this policy.

3. What is discrimination?

- (a) Discrimination occurs when a person is treated less favourably than another person as a result of that person's individual characteristics, or because that person belongs to a particular group.
- (b) Discrimination on the basis of the following characteristics is unlawful:
 - (i) race (including colour, nationality, religion, ethnic or ethno-religious origin);
 - (ii) sex (including marital status, pregnancy or potential pregnancy, breastfeeding);
 - (iii) sexuality (including sexual preference, gender identity, intersex status or homosexuality);
 - (iv) disability (including physical, psychiatric or intellectual disabilities);
 - (v) age;
 - (vi) illness or injury;

- (vii) parental status or responsibilities as a carer (including breastfeeding activities); or
- (viii) membership or non-membership of a union.
- (c) No employee is permitted to engage in discriminatory conduct in relation to treatment of other employees, contractors, customers and visitors, (including members of the public).
- (d) Discrimination can be either direct or indirect.

4. What should employees who have a complaint do?

- (a) Skilled Health Professionals Pty Ltd T/A advance Nursing aims to resolve all complaints about discrimination which may arise at the workplace. Skilled Health Professionals Pty Ltd T/A advance Nursing can only do this if employees inform the company about their complaints.
- (b) Skilled Health Professionals Pty Ltd T/A advance Nursing aims to treat all complaints about discrimination seriously, quickly and as confidentially as is reasonably possible.
- (c) If you think you are being unlawfully discriminated against, you should not ignore the conduct, hoping it will go away. If you can, you should speak to the person responsible for the conduct and ask that person to stop. If you do not feel that you can do this, or it doesn't work, you should talk to your manager, the human resources department or HR Manager (Hr@advancenursing.com.au).
- (d) Your manager, the human resources department or HR Manager (Hr@advancenursing.com.au) may be contacted at any time to discuss any complaint or enquiry. You may approach them for general advice or to discuss any issue.
- (e) The human resources department may also investigate complaints. Depending on what you want and on the nature of the complaint, it might be appropriate for Skilled Health Professionals Pty Ltd T/A advance Nursing to make a formal determination about what has happened, and to make a decision about what the consequences should be.

5. Conduct which breaches this policy

- (a) Conduct which breaches this policy is unacceptable and, depending on the severity and circumstances, may lead to disciplinary action. This will apply regardless of the seniority of the particular employee involved.
- (b) Skilled Health Professionals Pty Ltd T/A advance Nursing must take appropriate disciplinary action against an employee who is responsible for, or engages in, any form of unlawful discrimination.
- (c) Disciplinary action might include any of:
 - (i) demotion;
 - (ii) a requirement to provide a written or verbal apology;
 - (iii) a formal warning;
 - (iv) a requirement to attend training or counseling; and
 - (v) dismissal.

6. Further information

If you require further information, contact your manager, or HR Manager (Hr@advancenursing.com.au).