

EQUAL OPPORTUNITY – DISCRIMINATION

SEXUAL HARASSMENT & BULLYING



THE BALD HILLS ISLAMIC EDUCATIONAL ORGANISATION LTD

Equal opportunity

OUR organisation in line with our values and purpose strives to offer equal opportunity for all Sunni Muslims represented within our community. This is practiced in line with our religious and legal obligations represented in our constitution and QLD workplace health and safety act. Selection for employment/committees is based on skills, knowledge and abilities, and the specific requirements of the position and is advertised as an expression of interest through our various communication channels (ie: website /notice boards and apps). All people from within our community from all diverse cultural background are encouraged to apply for vacancies within our organisation. Every person will be given a fair and equitable chance to compete for any vacancies and decisions relating to appointment, will be determined according to individual merit and competence.

Discrimination

OUR organisation in line with our values and purpose is committed in creating a work environment which is free from discrimination and where all community members or staff are treated with dignity, courtesy and respect.

What is discrimination?

Direct discrimination occurs when a person (or a group of people) is singled out for worse treatment, compared to others in similar circumstances, because of one or more of the attributes. Direct discrimination may involve:

Making offensive 'jokes' about another worker's racial or ethnic background, sex, sexuality, age or impairment;

Expressing negative stereotypes about particular groups or using stereotypes as a basis for decisions about work e.g. 'Women with young children shouldn't work.' or 'Older workers can't learn new skills.'

Using selection processes based on irrelevant attributes such as age, race or impairment rather than on skills really needed for the job.

Indirect discrimination occurs when one rule applies to all, but in fact disadvantages a person (or group of people) because they are unable, or less able to comply with the rule because they have an attribute. The fact that the disadvantage was not intended is not an excuse. For example:

Requiring everyone to be available for all shifts might be unfair to a person with responsibilities to care for children or an elderly parent.

Only hiring people who have never had a back injury or a workers compensation claim might rule out an employee whose health has returned and can do the job well.

Not considering the provision of some reasonable adjustments would disadvantage a person with an impairment, who may be able to perform the essential parts of the job in a different way.

Using selection processes based on irrelevant attributes such as age, race or impairment rather than on skills really needed for the job.

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Sexual harassment

OUR organisation in line with our values and purpose has zero tolerance towards Sexual harassment and any form of unwelcome sexual attention that might offend, humiliate or intimidate the other person and may be experienced by women or men. It includes uninvited touching or physical contact; leering at a person or at parts of their body; talking about your sex life or asking about another person's sex life; sexual jokes or propositions; sexually offensive communications (phone, email, SMS or other social media.)

Sexual harassment is against the law wherever and whenever it occurs. TBHIEOL will not tolerate sexual harassment in our organisation. Such friendships are a private matter.

Sexual harassment does not have to be repeated or continuous to be against the law. 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 unwanted invitation or compliment, may not be sexual harassment. Some forms of sexual harassment, such as assault, physical molestation, stalking, sexual assault and indecent exposure, are also criminal offences.

The person being harassed does not need to say that the behaviour is unwelcome. Many people find it difficult to speak up. All community members are responsible for their own behaviour. If you think the behaviour may offend, then don't do it.

Bullying

OUR organisation in line with our values and purpose has zero tolerance towards any form of bullying within our organisation

Bullying is defined as repeated and unreasonable behaviour directed towards a peer or a group of peers, that creates a risk to health and safety and wellbeing.

Repeated behaviour refers to the persistent nature of the behaviour and can involve a range of behaviours over time.

Unreasonable behaviour means behaviour that a reasonable person, having considered the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening.

Examples of behaviour, whether intentional or unintentional, that may be deemed bullying if they are repeated, unreasonable and creates a risk to health and safety include but are not limited to:

- Abusive, insulting or offensive language or comments
- Unjustified criticism or complaints
- Deliberately excluding someone from workplace activities
- Withholding information that is vital for effective work performance
- Setting unreasonable timelines or constantly changing deadlines
- Setting tasks that are unreasonably below or beyond a person's skill level
- Denying access to information, supervision, consultation or resources to the detriment of the worker
- Spreading misinformation or malicious rumours
- Changing work arrangements such as rosters and leave to deliberately inconvenience a particular worker or workers.

Any breaches to the above policies or our code of conduct should be reported immediately to the BOD via email: tbhieol@outlook.com and all matters will be dealt in