



## Anti-Discrimination Policy

<b>Board Policy 10.3/11.6</b>	First Issued	13/7/06
	Last Review and Approved	Sept 2020
	Next Review Due	Sept 2022

### 1. Introduction

- 1.1. Citipointe Christian College<sup>1</sup> is first and foremost a Christian School. The College understands the divine power of honour and the importance of showing proper respect to everyone (1 Peter 2:17).<sup>2</sup> The College is committed to providing an environment that is positive and supportive for all members of the College Community. Therefore, the College is committed to ensuring that the working and learning environment is free from unlawful discrimination.
- 1.2. Unlawful discrimination is unacceptable at the College. It is unlawful to discriminate if the discrimination is based on a protected attribute and occurs in a specified area. However, there are some exemptions that allow religious based schools and educational institutions to discriminate.

### 2. Purpose

- 2.1. This policy outlines the way in which the College will meet its obligations under the Racial Discrimination Act 1975 (Cth), Sex Discrimination Act 1984 (Cth), Australian Human Rights Commission Act 1986 (Cth), Disability Discrimination Act 1992 (Cth), Equal Opportunity for Women in the Workplace Act 1999 (Cth), Age Discrimination Act 2004 (Cth) and the Fair Work Act 2009 (Cth).

### 3. Scope of the policy

- 3.1. This policy applies to: enrolment of all students; employment; and enrolment of students with disabilities. All staff, tutors, external coaches, volunteers, parents/carers, students and visitors to the college must comply with this policy.

### 4. Policy

- 4.1. Unlawful discrimination occurs when a person with a certain characteristic (such as their race or sex) is treated less favourably than a person without that characteristic in the same or similar circumstances.
- 4.2. Unlawful discrimination also occurs when an unreasonable policy or condition which applies across the board impacts more on a person or group because of a certain characteristic (such as their race, sex, impairment, or family responsibilities).
- 4.3. Unlawful discrimination can be direct (e.g. a practice to not employ females) or indirect (e.g. an unnecessary physical requirement for employees that females would generally have more trouble meeting).
- 4.4. Citipointe Christian College will:

<sup>1</sup> Hereafter referred to as "the College".

<sup>2</sup> Citipointe Church Values, Honour – The key to order and blessing. <http://citipointechurch.com.au/brisbane/values/>

- a) Aim to create a Christian working environment, which is free from unlawful discrimination, where all members of the College Community are treated with dignity, courtesy, honour, compassion and respect.
- b) Promote appropriate standards of conduct at all times.
- c) Develop written policies and processes for dealing with unlawful discrimination.
- d) Implement training and awareness-raising strategies to ensure that everyone knows their rights and responsibilities.
- e) Where necessary Encourage reporting of inappropriate behaviour and provide an effective procedure for resolving complaints in a sensitive, fair and timely manner and as confidentially as possible.

4.5. The College recognises that Commonwealth anti-discrimination legislation protect individual and group attributes, however there are some exemptions that allow religious based schools and educational institutions to discriminate against certain protected attributes. These protected attributes and the relevant exemptions are defined in legislation.

- a) For staff, tutors and external coaches, any exemption would be based on, but not inclusive to, the College's staff lifestyle requirements as set out in the Staff Code of Conduct Policy 11.1. The College is established for religious purposes and conducted in accordance with the College's Christian Worldview, including but not limited to, the College's doctrines, tenets and beliefs, the International Network of Churches Declaration of Faith<sup>3</sup> and the Citipointe Church's values<sup>4</sup>, and any positional statements published by the aforementioned. In their professional and personal life staff are to conduct themselves in a way that is necessary to avoid injury to the religious susceptibilities of the College's doctrines, tenets and beliefs, the International Network of Churches Declaration of Faith and the Citipointe Church's values.<sup>5</sup>
- b) For students, it is understood that the College is a school that is established for religious purposes and conducted in accordance with the College's Christian Worldview, including but not limited to, the College's doctrines, tenets and beliefs, the International Network of Churches Declaration of Faith<sup>6</sup> and the Citipointe Church's values<sup>7</sup>, and any positional statements published by the aforementioned. Therefore, it is expected that enrolment applicants and existing students subscribe to the College's doctrines, tenets and beliefs. The College may also seek exemptions on the basis of age<sup>8</sup> and impairment.<sup>9</sup>

4.6. The Principal is

- a) To take all reasonable endeavours to ensure that unlawful discrimination does not occur in the College.
- b) To take all reasonable endeavours to ensure that all members of the community know and understand the processes and procedures, to be followed where instances of unlawful discrimination are alleged.
- c) Obligated to make sure that confidentiality is maintained where instances of unlawful discrimination are alleged.
- d) Responsible to ensure that anti-discrimination officers are appointed.

<sup>3</sup> <https://inc.org.au/about/>

<sup>4</sup> <http://citipointechurch.com.au/brisbane/values/>

<sup>5</sup> Australian Human Rights Commission Act 1986 (Cth) Part 1 Section 3 - Discrimination

<sup>6</sup> <https://inc.org.au/about/>

<sup>7</sup> <http://citipointechurch.com.au/brisbane/values/>

<sup>8</sup> Age Discrimination Act 2004 (Cth) Part 4 Division 3 Section 26(3)

<sup>9</sup> Disability Discrimination Act 1992 (Cth) Part 2 Division 2 Section 29A

#### 4.7. Anti-discrimination Officers are

- a) Responsible for investigating any complaints of alleged unlawful discrimination.
- b) Responsible for giving advice to the complainant that is correct and in line with Citipointe Christian College's processes and procedures, as well as Legislative Provisions.
- c) Obligated to report to the Principal all allegations of unlawful discrimination along with the findings of all investigations of alleged unlawful discrimination.
- d) Obligated to make sure that confidentiality is maintained where instances of unlawful discrimination are alleged.
- e) Obligated to report back to the complainant within the allotted timeframe.

#### 4.8. Staff, Volunteers, Parents/Carers, Students and Visitors are

- a) Obligated to ensure that they do not discriminate unlawfully against or harass other Staff, Volunteers, Parents/Carers, Students and Visitors.
- b) Expected to report to the appropriate people if they become aware of incidents harassment or unlawful discrimination.

### 5. Process

5.1. Anyone who has been unlawfully discriminated against should contact one of the following designated anti-discrimination officers in the College who have been nominated to give advice and/or investigate complaints:

- a) Student Services Co-ordinator
- b) Chief Operations Officer

5.2. The complainant may be asked to put the complaint in writing. The Officer will carefully investigate the complaint and will report to the complainant within 14 days on the results of his/her investigation.

5.3. If the complainant is not satisfied with the manner in which the complaint has been dealt with then the complainant has recourse to the Anti-Discrimination Appeals Officer, (Deputy Chairman of the College Board).

5.4. False and/or malicious complaints may lead to legal action being taken against the complainant.

5.5. The full procedure for dealing with allegations of unlawful discrimination can be found in College Procedure 11.3.1 Workplace Harassment, Bullying & Discrimination.

### 6. Legislative Provisions

#### 6.1. Legislative Provisions

- Racial Discrimination Act 1975 (Cth)
- Sex Discrimination Act 1984 (Cth)
- Australian Human Rights Commission Act 1986 (Cth)
- Disability Discrimination Act 1992 (Cth)
- Age Discrimination Act 2004 (Cth)

- Fair Work Act 2009 (Cth)
- Workplace Gender Equality Act 2012 (Cth)

6.2. This policy is to be read in conjunction with other policies i.e.

- 6.1 Work Health and Safety
- 11.1 Staff Code of Conduct
- 11.2 Duty of Care
- 11.3 Prevention of Workplace Harassment
- 11.4 Grievances and Disputes
- 11.5 Employment Terms and Conditions

## **7. Policy Review**

7.1. This **policy** will be reviewed every 2 years unless otherwise advised.



**10.3/11.6 Anti-Discrimination Policy**

Date	Section	Authorised By	Details
Aug 2018	Introduction	Compliance Officer	Additions to reflect INC and Citipointe Church statement of beliefs
Aug 2018	Purpose	Compliance Officer	Changes to reflect current legislation
Aug 2018	Scope of Policy	Compliance Officer	Merged 'Who Will Comply With Policy' into section
Aug 2018	Policy	Compliance Officer	Changes to reflect current legislation concerning protected attributes and exemptions Additions to reflect INC and Citipointe Church statement of beliefs Additions to outline key responsibilities
Aug 2018	Who Will Comply With Policy	Compliance Officer	Section removed and merged into Scope of Policy section
Aug 2018	Process	Compliance Officer	'Middle Management Supervisor' removed as designated anti-discrimination officers 'Chief Operations Officer' added as designated anti-discrimination officers
Aug 2018	Legislative Provisions	Compliance Officer	Section added so as to bring into line with other Board Policy format
Aug 2018	Policy	Board	List of protected attributes removed
Sept 2018	Introduction	Compliance Office	Definition of Discrimination removed, updated and place in policy section
Sept 2018	Policy	Principal	Definition of Discrimination added
Sept 2018	Policy	Board	Section added outlining exemptions to discrimination that can be sought for staff and students
Sept 2018	Process	Compliance Officer	Addition of reference of where to find the full procedure full procedure for dealing with Workplace Harassment, Bullying and Discrimination
Nov 2018	All	Board	Insert the word "unlawful" before discrimination
7 Sept 2020	All	Compliance Officer	Logo Updated
7 Sept 2020	All	Compliance Officer	Formatting updated to bring policy in line with 2.1 Policies Framework
7 Sept 2020	Policy	Compliance Officer	Section 4.5 reviewed to better reflect Commonwealth anti-discrimination legislation
7 Sept 2020	Legislative Provisions	Compliance Officer	Section updated to reflect current legislation and the College's policies
7 Sept 2020	Policy Review	Compliance Officer	Section added so as to bring into line with 2.1 Policies Framework



## Anti – Discrimination 10.3 / 11.6

### Policy Circulation for Approval

CIRCULATED TO:	Edit & Resubmit		Approved	Date	Signature
Head			Reviewed and approved by Headmaster 16/10/2009		
Head of Primary					
Head of Secondary					
Business Manager					
Other					
<b>Approved by Board</b>					

Name of Policy	Details	Person Responsible	Signature on Complet.	Date
Sections of Policy requiring review	<ul style="list-style-type: none"> <li>Legislative Requirements</li> </ul>	Compliance Officer		
Considerations	<ul style="list-style-type: none"> <li>Changes in W H &amp; S Requir.</li> <li>Executive Management Systems</li> <li>Staff responsibilities</li> <li>Changes in Forms</li> </ul>	WH&S Officer  Compliance Officer		
Policies Procedures details in Handbooks	<b>Yearly updates to be organised at year end</b>	Compliance Officer		
Staff Training	Have staff received training in Anti-Discrimination	Executive		
Update Files and Binders	Reviewed policies signed off – files and Binders updated	Compliance Officer		