



Anti-Discrimination Policy

Authorised by:	Saint Stephen's College Board	Date of Authorisation: July 2019
References:	<ul style="list-style-type: none"> • Anti-Discrimination Act 1991 (Qld) • Australian Human Rights Commission Act 1986 (Cth) • Age Discrimination Act 2004 (Cth) • Disability Discrimination Act 1992 (Cth) • Racial Discrimination Act 1975 (Cth) • Sex Discrimination Act 1984 (Cth) • Saint Stephen's College Anti-Bullying Policy • Saint Stephen's College Child Protection Policy • Saint Stephen's College Disabilities Policy • Saint Stephen's College Student Code of Conduct • Saint Stephen's College Dispute Resolution Policy • Saint Stephen's College Privacy Policy 	
Review Date:	Review every 2 years	Next Review Date: July 2021
Policy Owner:	Assistant to the Headmaster Administration and Compliance	

Policy Statement

All students and employees at Saint Stephen's College have the right to learn and work in an environment free from unlawful discrimination. Saint Stephen's College will provide a fair and safe learning and teaching environment where all students and employees have equal opportunities.

Saint Stephen's College is committed to protecting students and employees from unlawful discrimination and to responding appropriately should such discrimination occur, including possible disciplinary action. Any instances of discrimination should be reported under the College Dispute Resolution Policy.

In accordance with relevant law, the College will act to prohibit unlawful discrimination towards its students and employees, on the basis of "protected attributes" relevant to the school, whilst students and employees are engaging in their education and work at Saint Stephen's College. Both direct and indirect unlawful discrimination are prohibited.

In accordance with the relevant law, Saint Stephen's College prohibits unlawful discrimination against students in all facets of education at the College, including:

- admission and enrolment applications
- terms of admission and enrolment
- variation of the terms of a student's enrolment
- denial or limitation of benefits normally resulting from enrolment
- exclusion or suspension of students
- assessment and examination
- access to resources and facilities
- treatment of a student in regard to training or instruction.

Developing character, inspiring hope

In accordance with the relevant law, Saint Stephen's College prohibits unlawful discrimination against employees undertaking all categories of work, whether it be full-time, part-time, permanent, fixed-term, casual, work experience, vocational placement or voluntary, and in every aspect of work, including:

- recruitment
- terms and conditions
- training
- promotion
- termination of employment

Attributes of unlawful discrimination

State and Commonwealth law set out "attributes" on which unlawful discrimination is based, including:

- Sex
- Age
- Race
- Impairment (disability)
- Relationship status
- Pregnancy
- Parental status
- Lawful sexual activity
- Gender identity
- Sexuality
- Intersex status
- Breastfeeding
- Family responsibilities
- *Religious belief or religious activity (Under Part 4, Subdivision 2 of the Anti-Discrimination Act 1991 (Qld), as a faith-based organisation the College expects students and employees to support the values and beliefs of Saint Stephen's College)*
- Political belief or activity
- Trade union activity
- Criminal record
- Association with, or relation to, a person identified on the basis of a prohibited attribute.

The Queensland Human Rights Commission provides definitions for the above attributes.

<https://www.qhrc.qld.gov.au/your-rights/discrimination-law>

Definitions

Discrimination occurs when a person is treated less or more favourably than another person on the grounds that the person possesses any of the above attributes.

Direct discrimination: discrimination on the basis of an attribute happens if a person treats, or proposes to treat, a person with an attribute less favourably than another person without the attribute is or would be treated in circumstances that are the same or not materially different.

Indirect discrimination: discrimination on the basis of an attribute happens if a person imposes, or proposes to impose, a term –

- a) with which a person with an attribute does not or is not able to comply
- b) with which a higher proportion of people without the attribute comply or are able to comply
- c) that is not reasonable.

Equity Contact Officers provide assistance to members of the College Community who are subjected to discrimination and harassment and support management in the prevention and elimination of such behaviour in the workplace.

Sexual harassment is any unwelcome conduct of a sexual nature that is done either to offend, humiliate or intimidate another person, or where it is reasonable to expect the person might feel that way. It includes uninvited physical intimacy such as touching in a sexual way, uninvited sexual propositions, and remarks with sexual connotations. It has nothing to do with mutual attraction or consensual behaviour.

Victimisation is when someone is treated badly because they refused to do something that would contravene the Anti-Discrimination Act; complained about something that is unlawful under the Act; or were involved in another person's complaint under the Act.

Vilification is a public act or statement that incites hatred towards, severe ridicule of, or serious contempt for a person or a group of people because of their race, religion, sexuality or gender identity. There are two tiers of vilification under the Act: unlawful vilification, which is a civil matter, and serious vilification, which is a criminal offence.

Responsibilities

School Responsibilities

The legislation establishes a legal responsibility on employers to provide workplaces free from discrimination. Saint Stephen's College takes reasonable steps to prevent unlawful discrimination in the school, as follows:

- Develop and implement an anti-discrimination policy to assist in preventing any instances of discrimination.
- Educate and train relevant employees to assist in preventing any instances of discrimination and to appropriately respond to any instances of discrimination.
- Establish appropriate grievance and complaints procedures through the Dispute Resolution Policy and Procedures to appropriately respond to any instances of discrimination.
- Remove any discriminatory or offensive materials, rules and practices to assist in preventing any instances of discrimination.
- Encourage employees and students to contribute to a healthy workplace culture to assist in preventing any instances of discrimination.
- Support and counselling is available as confidential assistance to staff and students in the form of wellbeing support and professional counselling. Students and staff are encouraged to seek help.
- This policy applies to staff and students in all their work-related dealings with each other, and with customers, contacts or clients. It applies to staff while in the workplace or off site, at work-related functions (including social functions and celebrations), while on trips and attending conferences.

Student and Employee Responsibilities

All students and employees at the College have a responsibility not to engage in discriminatory conduct and to uphold the school's policy.

If students or employees believe that this type of behaviour is occurring in the school, they should make a complaint under the school's Dispute Resolution Policy.

Concerns of discrimination and harassment may be raised in a safe and confidential manner with the Equity Contact Officers. These officers are: Kathy Dendy, Dean of Students. kdendy@ssc.qld.edu.au and Bob Nicol, Assistant to the Headmaster Administration and Compliance. bnicol@ssc.qld.edu.au.

Implementation

Saint Stephen's College is committed to creating a work environment which is free from discrimination and sexual harassment and where all members of the organisation are treated with dignity, courtesy and respect. We have developed a policy on discrimination and sexual harassment, provide regular staff training on discrimination and sexual harassment, and have procedures for complaints.

The College has an obligation to treat all complaints of discrimination, victimisation, sexual harassment, vilification or seeking unnecessary information seriously. All complaints will be handled confidentially and impartially, investigated promptly and recommendations implemented.

All staff contribute to the creation of a discrimination free and inclusive workplace and a healthy workplace culture. Managers have a particular obligation to model appropriate behaviour; promote this policy; treat all complaints seriously and attend to them promptly; monitor the work environment and seek expert help for complex or serious matters. All staff have the responsibility to comply with this policy; report incidents to their managers and not to participate in discriminatory or harassing behaviour.

Persons who make a complaint of discrimination or sexual harassment will not suffer any victimisation by the College for making the complaint. This also applies to persons who agree to be a witness in a complaint or have a complaint made against them. False and/or malicious complaints may lead to legal action being taken against the complainant.

Disciplinary action will be taken by the College against any staff member found to have breached this policy. Action will be appropriate to the breach and may include: an official warning and note on the person's personnel file; a formal apology; counselling; demotion, transfer, suspension; or dismissal for very serious matters.

Options to address Concerns:

Make an Internal Complaint

1. The starting point to resolving a complaint is to talk with someone. This can be your manager, a member of the College management team or an Equity Contact Officer. Tell them what your concerns are; explain what has happened and how it has affected you.
2. The staff member may take immediate action (e.g. removing offensive graffiti or posters).
3. The staff member may provide a range of options. One approach is to centre on the resolution of the issue, without deciding fault. The manager may speak to the person you are making a complaint about, to see if the situation can be resolved simply.
4. Some matters are not resolved so easily, especially if the person being complained about denies or disputes the allegations, or the issues are complex. Your manager (or another manager if appropriate) may handle your complaint, or refer it to members of the College Executive or engage an independent external agency. This option will involve an investigation, collecting evidence and witness statements, and making findings and recommendations which will be implemented by the College.

The following Equity Contact Officers are available to discuss these options: Kathy Dendy, Dean of Students. (kdendy@ssc.qld.edu.au) or Bob Nicol, Assistant to the Headmaster Administration and Compliance (bnicol@ssc.qld.edu.au).

Make an external complaint

1. You can complain to the Queensland Human Rights Commission (QHRC). QHRC has offices in Brisbane, Rockhampton, Townsville, and Cairns and can be contacted on 1300 130 670 statewide. They will send you a complaint form and explain the process to resolve your complaint. The QHRC complaint resolution service is free. The Commission's website www.qhrc.qld.gov.au has more information including the complaint form. NOTE: A complaint to the Anti-Discrimination Commission must be made within one year of the incident, unless good reasons for any delay can be shown.
2. Call the Australian Human Rights Commission in Sydney on 1300 656 419 to make a complaint under federal anti-discrimination legislation.

Gender Identity

If a student has identified as having a gender identity different from the sex they were designated at birth and the student and their parents/carers have requested support from the College. In general, the following steps will be followed once the students and parents/carers have requested support.

1. Parents/carers are to provide the College with a letter from a gender identity specialist or psychologist that outlines the issues and recommendations. This written communication is required so that the College can plan appropriately and develop an individual plan to support the student.
2. Relevant stakeholders, including the student, their parents, specialists and College staff will meet to formulate strategies and develop an individual support plan for the student whilst they are at school.
3. The support plan will be trialled for an appropriate amount of time, reviewed and adjusted where necessary.
4. At all times, the College will aim to respect the privacy and confidentiality of the gender identity of its students so far as is reasonably practicable.
5. It is important for everyone to understand that a student will be choosing to change their gender identity in an on-going capacity; they will not be entitled to choose different genders on a short-term basis.

Name Changes

If a student's parents/carers have applied to change the student's name on their birth certificate and wish for the College to update their records accordingly, the College will require the student's parents/carers to provide a letter to the College requesting name and pronoun changes. Once received, the College will be able to update the College data base, reporting procedures and arrange for new student ID cards to be made. The College will also require a copy of the student's new birth certificate reflecting their name change once it becomes available.

Facilities

The College will aim to give careful consideration to the appropriate use of facilities such as toilets, showers and change rooms, in consultation with the student, their parents/guardians and their gender identity specialist/psychologist.