



107.1
Highland FM
Heart of the Highlands

EQUALITY POLICY

HIGHLAND FM 107.1

CO-OPERATIVE LIMITED

POLICY STATEMENT

Highland FM 107.1 Co-operative Limited recognises that discrimination and victimisation is unacceptable in our Organisation.

1. It is the aim of Highland FM 107.1 to ensure that no volunteer or applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or membership on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation (**the protected characteristics**).
2. Highland FM 107.1's aim is that our volunteer base will be open to be truly representative of all sections of society and each volunteer feels respected and able to give of their best.
3. Highland FM 107.1 opposes all forms of unlawful and unfair discrimination or victimisation. To that end, the purpose of this policy is to provide equality and fairness for all volunteers, interviewees and visitors.
4. All Highland FM volunteers, visitors and interviewees will be treated fairly and with respect. Selection for recruitment, promotion, training or any other benefit will be on the basis of aptitude and ability. All volunteers will be helped and encouraged to develop their full potential and the talents and resources of the volunteer base will be fully utilised to maximise the efficiency of the organisation.

5. Our members will not discriminate directly or indirectly, or harass members, volunteers, visitors or interviewees because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation in the course of their duties.

6. This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Australian Equality and Human Rights Commission, The Racial Discrimination Act 1975, any Government Departments and any other statutory bodies.

OUR COMMITMENT

To create an environment in which individual differences and the contributions of all our volunteers are recognised and valued.

7. Every volunteer is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.

8. Training, development and progression opportunities are available to all volunteers.

9. To promote equality in the workplace which we believe is good management practice and makes sound business sense.

10. Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.

11. This policy is fully supported by senior management.

RESPONSIBILITIES OF MANAGEMENT

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Station Management to ensure that they and all volunteers operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination.

Management will ensure that:

12. All volunteers are aware of the policy and the arrangements, and the reasons for the policy.

13. Grievances concerning discrimination are dealt with properly, fairly and as quickly as possible.

RESPONSIBILITIES OF VOLUNTEERS

Responsibility for ensuring that there is no unlawful discrimination rests with all volunteers and the attitudes of other members are crucial to the successful operation of fair practices. In particular, all volunteers should:

14. Comply with the policy and arrangements.
15. Not discriminate in their day to day activities or induce others to do so.
16. Not victimise, harass or intimidate other volunteers or groups who have, or are perceived to have one of the protected characteristics.
17. Ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic.
18. Inform management if they become aware of any discriminatory practice.

THIRD PARTIES

19. Third-party harassment occurs where a Highland FM 107.1 Co-operative Limited volunteer is harassed, and the harassment is related to a protected characteristic, by third parties such as clients, interviewees or visitor. Highland FM Co-operative Limited will not tolerate such actions against its members and the volunteer concerned should inform management immediately that this has occurred. The Organisation will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

RIGHTS FOR DISABLED PEOPLE

Highland FM 107.1 Co-operative Limited attaches particular importance to the needs of disabled people.

Under the terms of this policy, management is required to:

20. Make reasonable adjustment to maintain the services of a volunteer who becomes disabled, for example, training, provision of special equipment.
21. Include disabled people in training/development programmes;

PROCEDURE

Highland FM 107.1 Co-operative Limited equality, victimisation and anti-discrimination information is included in induction programmes.

22. Highland FM 107.1 Co-operative Limited deems it appropriate to state its intention not to discriminate and assumes that this will be translated into practice consistently across the organisation as a whole.

23. We will maintain information on volunteers who have been involved in certain key policies: Disciplinary, Grievance and Bullying and Harassment.

24. The information collected will be treated as confidential and it will not be used for any other purpose.

GRIEVANCES/DISCIPLINE

25. Volunteers have a right to pursue a complaint concerning discrimination or victimisation via the Organisation Grievance or Harassment Procedures.

26. Discrimination and victimisation will be treated as disciplinary offences and they will be dealt with under Highland FM 107.1 Co-operative Limiteds disciplinary procedures.