

## **Equality Policy**

Hills Radio Incorporated (Hills Radio) is committed to encouraging equality and diversity among our staff and volunteer members, and eliminating unlawful discrimination.

The aim is for our volunteer members to be truly representative of all sections of the community and our listeners, and for each volunteer member to feel respected and able to give their best.

Hills Radio - in providing a community radio for the people of the Adelaide Hills - is also committed against unlawful discrimination of clients, customers, contractors, guests, visitors or the public.

This policy's purpose is to:

1. provide equality, fairness and respect for all our staff and volunteer members
2. not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origin), religion or belief, gender, sexual orientation and those who identify as LGBTQIA+.
3. oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities

Hills Radio commits to:

1. Encourage equality and diversity in the workplace as they are good practice and make business sense
2. Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff and volunteer members are recognised and valued.
  - a. This commitment includes training staff and volunteer members about their rights and responsibilities under the equality policy. Responsibilities include staff and volunteer members conducting themselves to help the organisation provide equal opportunities within the station, and prevent bullying, harassment, victimisation and unlawful discrimination.

- b. All volunteer members should understand they, as well as the station, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their volunteering, against fellow volunteer members, employees, clients, customers, visitors, contractors, suppliers, the public and any others.
3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow staff and volunteer members, employees, clients, customers, suppliers, visitors, contractors, the public and any others in the course of the organisation's activities.
  - a. Such acts will be dealt with as misconduct under the Hills Radio's grievance and/or disciplinary procedures, and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.
  - b. Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.
4. Make opportunities for training, development and progress available to all staff and volunteer members, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organization.
5. Decisions concerning staff and volunteer members being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
6. Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
7. Monitor the make-up of the membership regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitments set out in the equality policy.

Monitoring will also include assessing how the equality policy, and any action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

The equality policy is fully supported by the Hills Radio Board of Directors and was implemented on 22 July 2018.

Details of Hills Radio's Internal Conflict Policy (Handling Complaints and Personal Grievances) can be found in Hills Radio's Policies folder.



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Use of Hills Radio's Internal Conflict Policy (Handling Complaints and Personal Grievances) does not affect a member's right to make a claim to an employment tribunal within three months of the alleged discrimination.