



Anti-discrimination and Harassment Policy

Updated: 20 July 2009

Lavender* is committed to a comprehensive strategy for eliminating discrimination and harassment in our workplace.

Lavender* aims to:

- Create a working environment which is free from discrimination and harassment and where all members of staff are treated with dignity, courtesy and respect
- Implement training and awareness-raising strategies to ensure that all employees are aware of their rights and responsibilities
- Provide an effective procedure for complaints, based on the principles of natural justice
- Treat all complaints in a sensitive, fair, timely and confidential manner
- Guarantee protection from any victimisation or reprisals
- Encourage the reporting of behaviour which breaches the discrimination and harassment policy
- Promote appropriate standards of conduct at all times.

Discrimination and harassment at Lavender* will not be tolerated under any circumstances. Disciplinary action will be taken against any employee (or agent) who breaches the policy.

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Definition

Lavender* defines discrimination and harassment in the following way:

- Discrimination or harassment occurs when a person is discriminated against or harassed in the workplace and in certain areas of public life:
 - Because of their race, colour, descent, nationality or ethnic origin, as defined under the Racial Discrimination Act 1975
 - Because of their sex, marital status or pregnancy as defined under the Sex Discrimination Act 1984
 - Because of a disability as defined under the Disability Discrimination Act 1992
 - Because of age as defined under the Age Discrimination Act 1992
 - Or because of some other grounds defined under the Human Rights and Equal Opportunity Act 1986.
- In addition, under NSW law, a person will not be discriminated against because of their:
 - Carer's responsibilities
 - Homosexuality
 - Transgender

Responsibility

At Lavender*, managers have responsibility for ensuring that staff and clients are not harassed or discriminated against within the workplace. It is also the responsibility of every employee to ensure that they do not engage in discriminatory or harassing behaviour within the workplace.

Reporting

Instances of harassment or discrimination should be reported to your direct manager in the first instance. If a resolution is not reached, the complaint should be brought to the attention of HR. Again if no resolution is reached, the complaint must be directed to the Managing Director for resolution.

If internal resolution is not reached, complainants can direct their case to the NSW Anti-Discrimination Board or the Australian Human Rights Commission.

Please refer to the Lavender* Formal Complaints Procedure document for further details on this process.