

Hills Radio Incorporated Equality Policy

Hills Radio Incorporated is committed to encouraging equality and diversity among our members and volunteers, and eliminating unlawful discrimination.

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

Hills Radio Inc - in providing a community radio for the people of the Adelaide Hills - is also committed against unlawful discrimination of customers or the public

The policy's purpose is to:

- provide equality, fairness and respect for all in our members, whether volunteer, part-time or full-time
- 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, sex (gender) and sexual orientation
- 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 Inc commits to:

- encourage equality and diversity in the workplace as they are good practice and make business sense
- 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 members and volunteers are recognised and valued

This commitment includes training members and all other volunteers about their rights and responsibilities under the equality policy. Responsibilities include members conducting themselves to help the organisation provide equal opportunities within the station, and prevent bullying, harassment, victimisation and unlawful discrimination

All 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 members, clients, and the public

- take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's activities

Such acts will be dealt with as misconduct under the organisation'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

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

- make opportunities for training, development and progress available to all 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 organisation

- decisions concerning members being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act)
- 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
- 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 22 July 2018.

Details of the organisation's grievance and disciplinary policies and procedures can be found in the Hills Radio Station Policies and Procedures folders. This includes with whom an employee should raise a grievance – usually the General Manager or a selected Board member.

Use of the organisation's grievance and/or disciplinary procedures does not affect a members right to make a claim to an employment tribunal within three months of the alleged discrimination.

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