

Anti-Discrimination Policy & Procedures

Policy number	TP002	Version	2.0
Drafted by	Ninos Hozaya	Approved by Board on	10/09/2023
Last Reviewed	April 2026	Next Review Due	August 2027

1. Purpose

Tawasul Foundation is committed to an environment where every person is treated with dignity and fairness. This policy sets out our stance against discrimination and explains the responsibilities of everyone in our organisation.

It applies in all areas of our work — including how we hire, how we deliver programs, and how we interact with community members, funders, and partners.

2. Who This Applies To

This policy applies to:

- Board members
- Employees (full-time, part-time, and casual)
- Contractors and consultants
- Volunteers
- Anyone acting on behalf of Tawasul Foundation in any capacity

3. Our Commitment

Tawasul Foundation does not tolerate discrimination — direct or indirect — on the basis of any of the following:

- Race, colour, ethnicity, or national origin
- Religion or religious belief
- Sex or gender
- Gender identity or expression
- Sexual orientation
- Age
- Disability
- Pregnancy or breastfeeding
- Marital or relationship status
- Carer or family responsibilities
- Language or cultural background
- Any other attribute protected under applicable law

This commitment applies whether or not a particular attribute is covered by legislation. If in doubt, we err on the side of inclusion.

Positive action: Where affirmative action is needed to address structural disadvantage — for example, prioritising CALD community members in certain programs — this is not discrimination. It is intentional equity.

4. Legal Framework

This policy is informed by Australian federal and Victorian state law, including:

- Racial Discrimination Act 1975 (Cth)

- Sex Discrimination Act 1984 (Cth)
- Age Discrimination Act 2004 (Cth)
- Disability Discrimination Act 1992 (Cth)
- Equal Opportunity Act 2010 (Vic)
- Australian Human Rights Commission Act 1986 (Cth)

Where legislation is updated, this policy will be reviewed to ensure it remains consistent.

5. Responsibilities

5.1 The Board

- Uphold this policy and model the behaviours it requires.
- Regularly review whether the organisation is meeting its anti-discrimination commitments.
- Ensure this policy is reviewed at least annually.

5.2 The Chairperson

- Ensure that hiring, program delivery, and community engagement practices are free from discrimination.
- Make reasonable adjustments to ensure diverse groups can access and benefit from Tawasul's programs.
- Give appropriate weight to the cultural backgrounds and lived experiences of community members.
- Report to the Board on the effectiveness of anti-discrimination practices.
- Address any identified trends or systemic issues.

5.3 The Secretary

- Maintain records of complaints and outcomes related to this policy.
- Support the Chairperson in reviewing procedures and reporting to the Board.

- Ensure this policy is accessible to all staff and volunteers.

5.4 All Staff and Volunteers

- Be aware of this policy and act in accordance with it.
- Treat every person with dignity and fairness at all times.
- Do not engage in, encourage, or ignore discriminatory behaviour.
- Raise concerns promptly when they observe or experience discrimination.
- Suggest improvements to practices or processes where a risk of discrimination is identified.

6. Reasonable Adjustments

Tawasul Foundation will make reasonable adjustments to ensure that people with disability, language barriers, or other needs can access and benefit from our programs and services equally.

If you require an adjustment — or are aware of a community member who does — please speak with the Chairperson or Secretary.

7. Raising a Concern

Anyone who experiences or witnesses discrimination is encouraged to speak up.

You can:

- Raise it directly with the person involved, if you feel safe to do so.
- Speak with the Chairperson or Secretary.
- Submit a written complaint to info@tawasul.org.au

All concerns will be:

- Taken seriously and treated with respect

- Handled confidentially where possible
- Responded to promptly and fairly

Anyone who raises a genuine concern in good faith will be protected from victimisation. Raising a complaint will not affect a person's standing with the organisation.

If the matter is not resolved internally, individuals may also contact the Australian Human Rights Commission or the Victorian Equal Opportunity and Human Rights Commission (VEOHRC).

8. Breaches of This Policy

Breaches will be taken seriously and handled in line with our Code of Conduct. Depending on the nature and severity of the breach, consequences may include:

- A conversation and a reminder of expectations
- Formal counselling or a written warning
- Mediation
- Termination of employment, contract, or volunteer arrangement
- Referral to relevant authorities where the conduct may constitute unlawful discrimination

9. Related Policies

- Code of Conduct (TP001)
- Complaints & Grievance Policy
- Child Safety Policy
- Workplace Health & Safety Policy

10. Review

This policy will be reviewed annually or earlier if legislation changes or a significant incident occurs. The next scheduled review is April 2027.

For questions about this policy, contact:

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