

# **Equity and Diversity Policy**

## *Victoria Rifle Association Inc.*

It is policy of the VRA for its member clubs and membership that all persons visiting upon or are being a part of any activity, promoted or in any other way sanctioned or related to the sport, be treated equally and equitably and that they are accorded human dignity in their treatment and dealings with each other.

Grievances or complaints by members arising from any other member or activity by conducted by the VRA or any other Club may occur. It is in the best interests of the sport, the club and members that these be addressed quickly and that all members should work co-operatively to resolve any such grievance.

It is encouraged that any matter is promptly addressed at the local level, preferably by the members involved. It is the desire that there is an amicable solution and that this is achieved through -

- Discussion in a fair, honest and constructive way; and
- Seeking to resolve the grievance wherever possible without recourse to a third party, though another may be sought to assist.

It is the right that the person making the grievance chooses how they want to resolve their issue being it informally through self-resolution at a local level or in a formal manner but they cannot choose what a formal process finding will be.

At all times the individual is able to take matters of concern to them to the Equal Opportunity Commission. Positive action by club officials and the general membership in these matters that are in keeping with the principals of fairness and honesty.

### Resolution of Issues

Any resolution be it informal or formally resolve should focus on the behaviour not the person; describe the effect that the behaviour has had and be clear that the request that such behaviour not happen again. An agreement should be entered into acknowledging the behaviour, its effect and the request and agreement of resolution.

### Informal Resolution

Local club officials or members are encouraged to take action to rectify the situation and mediate a resolution at a local level.

### Formal Resolution

The VRA Council on receipt of a complaint will nominate three councillors to investigate the matters and attempt to resolve the matter. In procedural fairness the following should be followed in all complaints received -

- irrelevant matters should not be taken into account
- the complainant must not determine the outcome
- the decision must be fair and just
- the matter must be kept confidential (minimum number of witnesses to be carefully interviewed)
- all parties to be kept informed throughout the process
- Council discussions are “in camera”

### Equal Opportunity

The VRA is committed to working with its member clubs and membership to create and maintain a sporting environment that provides equal opportunity and is free from all forms of unlawful discrimination. This policy of equal treatment is without regard to age, race, religion, sex, sexual orientation, marital status, or disability.

### No Discrimination or Harassment

In the VRA we believe that all member clubs and individual members should be able to participate in their chosen sport in an environment free of discrimination and harassment. Discrimination and harassment are unacceptable forms of behaviour. It does not matter whether or not someone intends to treat you unfairly or discriminate against you. We will not tolerate unfair treatment or discrimination under any circumstances.

### Protected Attributes

The attributes that are protected by legislation in Victoria are age, carer status, disability, industrial activity, lawful sexual activity, marital status, parental status, physical features, political belief or activity, pregnancy, race, religious belief or activity, sex, or personal association with someone who has (or is assumed to have) one of these attributes.

### Direct Discrimination

Direct discrimination is when someone proposes to treat you or has treated you less favourably because of your sex, race, or other protected attribute.

### Indirect Discrimination

This is when you are treated the same as everyone else, but you do not or cannot comply with a rule, condition, practice or requirement, whether existing or proposed, because of a protected attribute (age, race, sex, and so on) and a higher proportion of people without that attribute or with a different attribute do or can comply with it.

## No Harassment

At any venue where there is to be no sexual harassment, disability harassment, racist harassment, or any other type of unlawful harassment.

This means no behaviour based on sex, race, age or other protected attribute that is -

- not wanted, not asked for, and not returned, and
- that is likely to cause a hostile or uncomfortable sporting or other environment provided under the auspices of the VRA, its member Clubs or membership by:
- humiliating someone (putting them down)
- seriously embarrassing them
- offending them, or
- intimidating them

Depending on the circumstances, harassment may be a single incident or a series of incidents. It is not necessarily up to the person being harassed to say that behaviour or remarks are offensive and unwelcome. All members of clubs and the VRA are responsible for their own actions and should not engage in behaviour or make remarks which may be offensive.

## Who this Policy Covers

This policy covers all clubs and their membership, club officials and individual membership of those affiliated with the Victorian Rifle Association and everyone the VRA has as a volunteer or whom the VRA does business with.

## Our Equity and Diversity Plan

The VRA supports local issue resolution where appropriate action is taken at the local level and where issues are resolved informally and speedily. This is best for the sport, clubs and for all individual members.

The VRA will take reports of discrimination, harassment and other unfair treatment and examine them seriously. Such complaints when received by the VRA Council will be treated and investigated promptly, confidentially and impartially.

If you treat someone else unfairly, discriminate against or harass them.

If you have been responsible for treating another employee unfairly, discriminating against or harassing them, you may be disciplined.

If you have been responsible for victimising someone because they complained about discrimination or harassment, or because they supported someone else's complaint, you may be disciplined.

### Clubs and Club Officials

All officials of affiliated clubs must do their best to prevent discrimination and harassment from happening. If you are a Club official or other individual member of the VRA and you receive a complaint, act immediately if you witness or are told about any unfair treatment, discrimination or harassment. The sooner a resolution is arrived at the local level the better this can be for the sport and its participants.

If you are ever unsure about how to handle or resolve a complaint, or a suspected complaint, seek confidential advice from Club officials or contact the VRA Executive Officer or a Councillor of the VRA.