

Code of Anti-Discrimination and Equal Opportunities for The Circle Wellness Academy

Objective

Equality and freedom from discrimination are outlined as basic human rights by the *Universal Declaration of Human Rights*. The Circle Wellness Academy takes seriously the fact it is unlawful, to discriminate against an employee/learner because of characteristics such as sex, marital status, pregnancy, race, age, religion, family responsibilities, physical and or intellectual disability, political beliefs, homosexuality or gender identification.

The Circle Wellness Academy is committed to ensuring that the working environment is free from discrimination and harassment. Discrimination and harassment will not be tolerated under any circumstances and disciplinary action will be taken against any employee (or learner) who breaches the policy.

Definitions

For each of the types of discrimination (or 'grounds' as the legislation refers to them) there are five categories of discrimination.

- **Direct Discrimination** occurs where a person is treated less favourably than another person in the same or similar circumstances for the substantial reason of their having or being perceived as having any of the following attributes:
 - I. Their race, colour, descent or national or ethnic origin, as defined under the Racial Discrimination Act
 - II. Their sex, marital status, pregnancy as defined under the Sex Discrimination Act
 - III. A disability as defined under the Disability Discrimination Act
 - IV. Their age as defined under the Age Discrimination Act

This can also include religion, political beliefs, homosexuality or gender identification. It is also unlawful to directly discriminate based on professional trade occupation, irrelevant medical records, irrelevant criminal record or personal association with someone who has one or more of the above attributes. Consequently, everyone must be treated equally.

- **Indirect Discrimination** occurs when a rule or policy is applied to everybody, but which has an unequal or disproportionate effect on particular grounds. Hence indirect discrimination applies more to policies and practices rather than discriminatory behaviour.
- **Harassment** is any form of behaviour that is not wanted, not asked for and not returned and is likely to cause the other person to feel humiliated, offended or intimidated. Harassment is generally directed at a person because of their sex, pregnancy, race, disability, homosexuality, gender identification, religion or age.

- **Victimisation** occurs when a person subjects another person to detriment (or threatens to do so) because they have made, intend to make or have helped someone else make a complaint, or refused to do an act in contravention of this policy because they provided information about a complaint. It also includes acting to a person's detriment because they have agreed to be a witness.
- **Vilification** occurs when a person incites hatred towards, serious contempt for or severe ridicule of a person or group of person on the grounds of sex, marital status, pregnancy, race, age, religion, family responsibilities, physical and or intellectual disability, political beliefs, homosexuality or gender identification.

Policy

The Circle Wellness Academy aims to:

- Uphold appropriate stands of conduct at all times,
- Create a discrimination and harassment free working environment where all employees, contractors and learners are treated with courtesy and respect,
- Implement procedures and training to guarantee employees/learners know their rights and responsibilities,
- Provide an effective procedure for complaints and treat all complaints with respect in a fair, timely and confidential matter,
- Encourage employees/learners to report breaches of the policy and ensure that there is no threat of victimisation or reprisal in the event of a complaint.

The Circle Wellness Academy will not tolerate any form of discrimination or harassment and action will be taken against any employee or learner who breaches the policy.

Procedure

There are a number of options available to employees or learners facing discrimination and harassment ranging from dealing with the matter individually with tutors/managing director or to making a formal complaint through The Circle Wellness Academy Complaints

Procedure

All complaints of discrimination will be treated seriously, promptly, confidentially and impartially. Employees/Learners will not be disadvantaged in their employment conditions or opportunities as a result of lodging a complaint.

If an employee/learner has been found to be responsible for discrimination or harassment against another employee/learner then action will be taken. Victimisation of an employee/learner that has made the complaint about discrimination or harassment, or has supported another employee's/learners complaint will not be tolerated.

Responsibility

The Circle Wellness Academy team has a responsibility to:

- Monitor the working environment to ensure that acceptable standards of conduct are observed at all times. If they observe discrimination or vilification in the workplace, they should take the appropriate steps in response to ensure the behaviour stops and is appropriately dealt with
- Model appropriate behaviour themselves, including ensuring they do not engage in conduct in breach of this policy
- Ensure employees and learners understand this policy
- Treat all complaints seriously and take appropriate action in response to the complaints.
- Report any incidences of discrimination or vilification in the workplace
- Offer support to anyone who is being discriminated against or vilified and let them know where they can get help and advice
- Maintain complete confidentiality of information and cooperate during the investigation of a complaint.

Exceptions

There are no exceptions to this policy.