

Discrimination and Harassment Policy

Written By: Peter Verhagen
Approved By: Luke Martin
Endorsed By: David Brown
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At Lightbox Productions Inc, we celebrate all individuals, groups and points of view, building a culture where any difference is valued. We strive to create a safe, welcoming community, ensuring all members feel empowered to be their true, authentic selves. Diversity, equality and inclusion are foundations that we pride ourselves on.

All Lightbox Productions Inc members are required to treat others with dignity, courtesy and respect.

By effectively implementing our *Discrimination and Harassment Policy*, we will attract and retain talented staff and create a positive environment for members.

Scope

This policy applies to:

- board/committee members
- all financial members, including: Directors and supervisors; temporary or permanent staff; production crew; cast and volunteers
- how Lightbox Productions Inc provides services to clients and how it interacts with other members of the public
- all aspects of employment, recruitment and selection; conditions and benefits; training and promotion; task allocation; shifts; hours; leave arrangements; workload; equipment and transport
- on-site, off-site or after hours work; work-related social functions; conferences – wherever and whenever staff may be as a result of their Lightbox Productions Inc duties
- Any online communication or representation either on behalf of Lightbox Productions or in a Lightbox Productions run group. This includes but is not limited to social media posts, cast groups and any information published on the Lightbox website.
- staff treatment of other staff, clients, and other members of the public encountered in the course of their Lightbox Productions Inc duties.

Policy Elements

All members are entitled to:

- recruitment and selection decisions based on merit and not affected by irrelevant personal characteristics
- work free from discrimination, bullying and sexual harassment
- the right to raise issues or to make an enquiry or complaint in a reasonable and respectful manner without being victimised
- reasonable flexibility in working arrangements, especially where needed to accommodate their family responsibilities, disability, religious beliefs or culture.

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All members must:

- follow the standards of behaviour outlined in this policy
- offer support to people who experience discrimination, bullying or sexual harassment, including providing information about how to make a complaint
- avoid gossip and respect the confidentiality of complaint resolution procedures
- treat everyone with dignity, courtesy and respect.

Additional responsibilities of Producers and supervisors

Producers and supervisors must also:

- model appropriate standards of behaviour
- take steps to educate and make members aware of their obligations under this policy and the law
- intervene quickly and appropriately when they become aware of inappropriate behaviour
- act fairly to resolve issues and enforce workplace behavioural standards, making sure relevant parties are heard
- help members resolve complaints informally
- refer formal complaints about breaches of this policy to the appropriate complaint handling officer for investigation
- ensure members who raise an issue or make a complaint are not victimised
- ensure that recruitment decisions are based on merit and that no discriminatory requests for information are made
- seriously consider requests for flexible work arrangements.

Unacceptable Workplace Conduct

Discrimination, bullying and sexual harassment are unacceptable at Lightbox Productions Inc and are unlawful under the following legislation:

- Sex Discrimination Act 1984 (Cth)
- Racial Discrimination Act 1975 (Cth)
- Disability Discrimination Act 1992 (Cth)
- Age Discrimination Act 2004 (Cth)
- Australian Human Rights Commission Act 1986 (Cth).

Members (including managers) found to have engaged in such conduct might be counselled, warned or disciplined. Severe or repeated breaches can lead to formal discipline up to and including dismissal.

Discrimination

Discrimination is treating, or proposing to treat, someone unfavourably because of a personal characteristic protected by the law, such as sex, age, race or disability.

Discrimination can occur:

Directly, when a person or group is treated less favourably than another person or group in a similar situation because of a personal characteristic protected by law (see list below).

For example, a member is harassed and humiliated because of their race

or

A worker is refused promotion because they are 'too old'

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Indirectly, when an unreasonable requirement, condition or practice is imposed that has, or is likely to have, the effect of disadvantaging people with a personal characteristic protected by law (see list below).

For example, redundancy is decided based on people who have had a worker's compensation claim rather than on merit.

Protected personal characteristics under Federal discrimination law include:

- a disability, disease or injury, including work-related injury
- parental status or status as a carer, for example, because they are responsible for caring for children or other family members
- race, colour, descent, national origin, or ethnic background
- age, whether young or old, or because of age in general
- sex
- industrial activity, including being a member of an industrial organization like a trade union or undertaking part in industrial activity or deciding not to join a union
- religion
- pregnancy and breastfeeding
- sexual orientation, intersex status or gender identity, including (but not limited to) gay, lesbian, bisexual, transsexual, transgender, queer and heterosexual
- marital status, whether married, divorced, unmarried or in a de facto relationship or same sex relationship
- political opinion
- social origin
- medical record
- an association with someone who has, or is assumed to have, one of these characteristics, such as being the parent of a child with a disability.

It is also against the law to treat someone unfavourably because you assume they have a personal characteristic or may have it at some time in the future.

Bullying

If someone is being bullied because of a personal characteristic protected by equal opportunity law, it is a form of discrimination.

Bullying can take many forms, including jokes, teasing, nicknames, emails, pictures, text messages, social isolation or ignoring people, or unfair work practices.

Under Federal law, this behaviour does not have to be repeated to be discrimination – it may be a one-off event.

Behaviours that may constitute bullying include:

- sarcasm and other forms of demeaning language
- threats, abuse or shouting
- coercion
- isolation
- inappropriate blaming
- ganging up

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- constant unconstructive criticism
- deliberately withholding information or equipment that a person needs to do their job or access their entitlements
- unreasonable refusal of requests for leave, training or other workplace benefits.

Bullying is unacceptable at Lightbox Productions Inc and may also be against occupational health and safety law.

Sexual Harassment

Sexual harassment is a specific and serious form of harassment. It is unwelcome sexual behaviour, which could be expected to make a person feel offended, humiliated or intimidated. Sexual harassment can be physical, spoken or written. It can include:

- comments about a person's private life or the way they look
- sexually suggestive behaviour, such as leering or staring
- brushing up against someone, touching, fondling or hugging
- sexually suggestive comments or jokes
- displaying offensive screen-savers, photos, calendars or objects
- repeated unwanted requests to go out
- requests for sex
- sexually explicit posts on social networking sites or apps
- insults or taunts of a sexual nature
- intrusive questions or statements about a person's private life
- sending sexually explicit emails text messages, or other correspondence
- inappropriate advances on social networking sites/applications
- accessing sexually explicit internet sites
- behaviour that may also be considered to be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.

Just because someone does not object to inappropriate behaviour in the workplace at the time, it does not mean that they are consenting to the behaviour.

Sexual harassment is covered in the workplace when it happens at work, at work-related events, between people sharing the same workplace, or between colleagues outside of work.

All members and volunteers have the same rights and responsibilities in relation to sexual harassment.

A single incident is enough to constitute sexual harassment – it doesn't have to be repeated.

All incidents of sexual harassment – no matter how large or small or who is involved – require employers and managers to respond quickly and appropriately.

Lightbox Productions Inc recognises that comments and behaviour that do not offend one person can offend another. This policy requires all members and volunteers to respect other people's limits.

Lightbox Productions Inc has its own separate sexual harassment policy, which should be read in conjunction with this policy.

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Victimisation

Victimisation is subjecting or threatening to subject someone to a detriment because they have asserted their rights under equal opportunity law, made a complaint, helped someone else make a complaint, or refused to do something because it would be discrimination, sexual harassment or victimisation. Victimisation is against the law.

It is also victimisation to threaten someone (such as a witness) who may be involved in investigating an equal opportunity concern or complaint.

Victimisation is a very serious breach of this policy and is likely (depending on the severity and circumstances) to result in formal discipline against the perpetrator.

Lightbox Productions Inc has a zero tolerance approach to victimisation.

Gossip

It is unacceptable for members at Lightbox Productions Inc to talk with other members, clients or suppliers about any complaint of discrimination or harassment.

Breaching the confidentiality of a formal complaint investigation or inappropriately disclosing personal information obtained in a professional role (for example, as a manager) is a serious breach of this policy and may lead to formal discipline.

Merit at Lightbox

All recruitment and job selection decisions at Lightbox Productions Inc will be based on merit – the skills and abilities of the candidate as measured against the inherent requirements of the position – regardless of personal characteristics.

It is unacceptable and may be against the law to ask job candidates questions, or to in any other way seek information, about their personal characteristics, unless this can be shown to be directly relevant to a genuine requirement of the position.

Positive Discrimination

Positive discrimination means taking positive steps, by means of systematic management programs, to identify and overcome past discrimination against disadvantaged peoples, to identify and eliminate present discrimination, and to prevent discrimination against them in the future.

The Australian Human Rights Commissions describes it as follows:

Discrimination on the basis of certain attributes such as age, sex, race or disability is not always against the law.

The term 'positive discrimination' is sometimes used to refer to 'positive measures' or 'special measures'. Special measures aim to foster greater equality by supporting groups of people who face, or have faced, entrenched discrimination so they can have similar access to opportunities as others in the community.

The Age Discrimination Act allows for "positive measures to be taken on the basis of age". The Act says that it is "not against the law to provide a genuine benefit to people of a particular age group

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or to do something that helps meet an identified need for people of a certain age group or is intended to reduce a disadvantage experienced by persons of a particular age.”

Example: A hairdresser gives discounts to customers with a Seniors Card.

Other federal discrimination laws allow special measures to be taken to improve equality of opportunity for people based on their race, disability or sex.

Example: A gym offers a women’s only exercise class as a special measure after it receives feedback that women are less likely to participate in exercise classes with men because they feel uncomfortable.

Special measures can also be taken ‘to achieve equality of opportunity for people based on their sexual orientation, gender identity, intersex status, relationship status, pregnancy or potential pregnancy status or family responsibilities’.

Lightbox Productions Inc may use the above recommendations from the AHRC to inform its decisions.

Other relevant policies

Members, especially managers and supervisors, are encouraged to read this policy in conjunction with other relevant Lightbox Productions Inc policies, including

- Anti-Discrimination Policy
- OH&S Policy
- The Lightbox Productions Inc Constitution
- Code of Conduct and Code of Ethics
- Core values statements

Resolving issues

Lightbox Productions Inc strongly encourages any member who believes they have been discriminated against, bullied, sexually harassed or victimised to take appropriate action by contacting our equity team at vicepresident@lightboxau.com. Otherwise, please feel free to contact the president directly at president@lightboxau.com.

Members who do not feel safe or confident to take such action may seek assistance from any member of the committee, including specifically the vice president (vicepresident@lightboxau.com) or the president (president@lightboxau.com) for advice and support or action on their behalf. If the production/event being worked on has an allocated wellbeing officer, they are also an option to contact directly.

Contacts

If you have a query about this policy or need more information, please contact the Vice President at vicepresident@lightboxau.com.

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