

ArtSound Incorporated

Diversity Access And Equity Policy

February 2021

Our diversity and access and equity principles

ArtSound Incorporated (ArtSound) respects and values the principles of diversity, access, and equity and the benefits of their application throughout its culture, organisational structure, and broadcasting activities and programs.

Background

In order to operate as an inclusive community organisation that contributes to the promotion and enhancement of harmony and diversity in the Australian community, ArtSound strives to ensure that its culture, organisational structure, and broadcasting activities and programs are aligned with diversity principles.

Diversity refers to the visible and invisible differences that exist amongst people, such as gender, culture, ethnicity, physical and mental ability, sexual orientation, age, economic status, language, faith, nationality, education, geographical location, and family/marital status. It also refers to diverse ways of thinking and ways of working.

ArtSound is committed to complying with applicable law such as the *Disability Discrimination Act 1992* and *Human Rights and Equal Opportunity Commission Act 1986* in all of its operations. It aspires to set an example for community broadcasting within the Canberra region by promoting and embracing diversity and cultural competency and by fostering anti-discrimination awareness and behaviour amongst staff, office bearers, and volunteers.

Practices

This plan provides a framework to:

- Ensure the membership of the ArtSound's Board and Committees are appropriately diverse and to establish how these objectives can be met and measured.
- Bring together the different accountabilities involved in different areas of accessibility, and to clarify the nature of these responsibilities in each area.
- Integrate a philosophy of equity into all the organisation's activities and to establish and promote accessible practices in our operations.
- Consider the principles of diversity when designing broadcast programs, including the prioritisation of inclusion, access and equity in relation to community media content, development and operations.

Guiding principles

While not limited to the following groups, current priorities for affirmative action within organisational structures at ArtSound include:

- Aboriginal and Torres Strait Islander peoples
- Women
- People with culturally and linguistically diverse backgrounds
- People with a disability
- Gay, Lesbian, Bisexual, Transgender, and Intersex people

- Young people
- People from non-metropolitan areas

ArtSound promotes diversity, supports equal rights, and does not advocate, support, or practice discrimination based on race, religion, age, national origin, language, gender, sexual orientation, or mental or physical handicap or disability, except where affirmative action may be required to redress disadvantage. ArtSound will make all reasonable efforts to allow people who experience difficulty accessing our information and services to overcome any impediments.

ArtSound commits itself to:

- **Diversity:** ArtSound will develop strategies, initiatives, and programs to promote diversity on its Board and Committees.
- **Gender diversity:** ArtSound is committed to maintaining gender diversity on its Board and Committees and will set and publish measurable objectives and targets to achieve gender diversity. ArtSound's gender diversity target is to maintain 40% men, 40% women, and 20% any or no gender including those that identify as gender diverse, for ArtSound's Boards and Committees.
- **Diverse appointments:** ArtSound will set and publish procedures to achieve diversity of appointments on its Board and Committees.

Reconciliation: ArtSound supports the Australian Declaration Towards Reconciliation. ArtSound further supports the National Strategies to Advance Reconciliation, as proposed by the Council for Aboriginal Reconciliation and the work of Reconciliation Australia.

Access and Equity: ensuring our information and services are available to everyone who is entitled to them, free from discrimination. Services will be developed and delivered on the basis of fair treatment of all stakeholders.

Communication: using all necessary and cost-effective strategies to inform the community of available opportunities to become involved in community broadcasting, and to provide information in forms that are accessible to people with different abilities or from diverse cultural and linguistic backgrounds.

Consultation and Responsiveness: remaining sensitive to the needs and requirements of stakeholders with different abilities or from diverse cultural and linguistic backgrounds; consulting with stakeholders about the adequacy, design, and standard of broadcast programs; and being responsive as far as practicable to the particular circumstances of individuals.

AUTHORISATION



Julie Finch-Scally, Board Secretary

26 February 2021

Artsound Incorporated (ArtSound FM)

Artsound Incorporated
Combined Discrimination, Harassment, Sexual Harassment, and Bullying Policy
February 2021

Introduction

Artsound Incorporated (**ArtSound**) is fully committed to its obligation to provide an environment free from discrimination, harassment, sexual harassment, and bullying for all staff, members, volunteers, and the community in which it operates. Every employee and volunteer is responsible for providing an environment that is supportive of this aim.

ArtSound will not tolerate discrimination, harassment, sexual harassment, or bullying under any circumstances and will take appropriate disciplinary action against any member or volunteer who engages in this behaviour, as outlined in this policy.

Purpose

The purpose of this document is to outline ArtSound's position on discrimination, harassment, sexual harassment, and bullying and to document the process, which is to be followed should any grievances arise.

PART ONE – DISCRIMINATION, HARASSMENT, AND SEXUAL HARRASSMENT

Definitions

Discrimination

- occurs when someone, or a group of people, is treated less favourably than another person or group because of a personal attribute that has no relevance to the situation.

Discrimination can occur in:

- deciding who receives training and what sort of training is offered
- providing opportunities to present on-air programs
- providing opportunities to participate in activities such as sub-committees.

Harassment

- is repeated behaviour, other than behaviour amounting to sexual harassment, of one person or group of persons, that is unwelcome, unsolicited, and considered to be offensive, intimidating, humiliating or threatening by another person.

Harassment can occur:

- on a one-to-one basis; on-air; in public, including online (e.g. social media sites such as Facebook, Instagram)
- if someone is working in a 'hostile' or intimidating environment.

Sexual Harassment

- means any unwelcome sexual advance, unwelcome request for sexual favours, or other unwelcome conduct of a sexual nature which makes a person feel offended, humiliated or intimidated, and where that reaction is reasonable in the circumstances
- behaviour that is based on mutual attraction, friendship, and respect is not sexual harassment

- sexual harassment may also be considered to be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.

Policy

ArtSound strongly encourages any employee/volunteer/member who feels they have been discriminated, harassed or sexually harassed to take immediate action. If an employee/volunteer/member feels comfortable in doing so, they can raise the issue with the person directly with a view to resolving the issue by discussion. The employee/volunteer/member should identify the behaviour, explain that the behaviour is unwelcome and offensive and ask that the behaviour stops.

Consequences for engaging in discrimination, harassment, or sexual harassment may include:

- being required to take steps to rectify the discrimination, harassment, or sexual harassment
- being required to make an apology
- suspension or cancellation of on-air activities (including sponsorship announcements);
- removal from office (if a board member)
- suspension or cancellation of membership of ArtSound Inc.
- being banned from ArtSound's premises.

Procedures for Dealing with Criminal Conduct

Some forms of sexual harassment (e.g. sexual assault, stalking, indecent exposure, physical molestation, obscene phone calls) may constitute criminal conduct.

Such complaints should be dealt with by the relevant authorities (such as the police) as part of the criminal justice system.

PART TWO – BULLYING POLICY

Definitions

“Bullying” is repeated and unreasonable behaviour directed towards a person or group of persons that creates a risk to health and safety. It includes behaviour that could be expected to intimidate, offend, degrade, humiliate, undermine, or threaten.

“Repeated behaviour” refers to the persistent nature of the behavior and can involve a range of behaviours over time.

“Unreasonable behaviour” is behaviour that a reasonable person, having considered the circumstances would see as unreasonable, including behavior that is victimising, humiliating, intimidating, or threatening.

Examples of behavior, whether intentional or unintentional, that may be considered to be bullying if they are repeated, unreasonable, and create a risk to health and safety include but are not limited to:

- abusive, insulting, or offensive language or comments
- unjustified criticism or complaints
- deliberately excluding someone from ArtSound activities
- withholding information that is vital for effective work or volunteer performance

- setting unreasonable timelines or constantly changing deadlines
- setting tasks that are unreasonably below or beyond a person's skill level
- denying access to information, supervision, consultation, or resources to the detriment of the worker or volunteer
- spreading misinformation or malicious rumours
- changing work/volunteer arrangements such as rosters and leave to deliberately inconvenience a particular workers or volunteers.

Bullying can be carried out in a variety of ways including through speech, email, text, or social media channels.

Bullying can occur between workers/volunteers (sideways), from managers to workers/volunteers (downwards), or workers/volunteers to supervisors/managers (upwards).

Reasonable management action is not considered to be bullying if it is carried out lawfully and in a reasonable manner in the circumstances. Examples of reasonable management action include but are not limited to:

- setting reasonable performance goals, standards and deadlines
- deciding not to select a worker/volunteer for promotion/further opportunities where a reasonable process is followed
- informing a worker/volunteer about unsatisfactory performance in an honest, fair and constructive way
- taking disciplinary action, including suspension or terminating employment/membership of the organization/volunteer role.

Differences of opinion and disagreements are generally not considered to be bullying.

Bullying that directly inflicts physical pain, harm, or humiliation amounts to assault and should be dealt with as a police matter.

Policy

ArtSound has a duty of care to provide a safe environment, and ensure, so far as is reasonably practicable, that workers/volunteers and other people are not exposed to health and safety risks.

ArtSound accepts and acts on its duty of care. Any reported allegations of bullying will be promptly, thoroughly, and fairly investigated.

Bullying complaints will be handled in a confidential, respectful, and procedurally fair manner. Where confidentiality cannot be guaranteed this will be clearly communicated to the relevant parties.

The person against whom the allegation is made has the right to natural justice (the right to know what is alleged against them, the right to put their case in reply, and the right for any decision to be made by an impartial decision-maker).

This policy document should be read in conjunction with the ArtSound Grievance Policy and ArtSound Disciplinary Policy.

AUTHORISATION

A handwritten signature in black ink, appearing to read 'Julie Finch-Scally', written over a faint, illegible background.

Julie Finch-Scally, Board Secretary
26 February 2021
Artsound Incorporated (ArtSound FM)