



Introduction to the Anti-Discrimination Act

Course duration: 2 hours

PURPOSE

This course aims to raise participants' awareness of their rights and responsibilities under the Queensland *Anti-Discrimination Act 1991* (the Act), through an overview of the key legal concepts and the functions of the Queensland Human Rights Commission (QHRC). The course focuses on helping participants to recognise the behaviours that are unlawful under the Act, and understand what they can do to resolve issues affecting them directly.

DELIVERY

This is an interactive, face-to-face session with a variety of visual and small group activities, many of which are based on case law or real life scenarios. It provides opportunities to discuss the concerns people have about harassment and discrimination in the workplace and other areas of their life, and allows time for questions.

HOW CAN STAFF TRAINING HELP REDUCE RISK FOR AN ORGANISATION?

Organisations may be held liable for the behaviour of their employees and volunteers under the Queensland *Anti-Discrimination Act 1991*, unless they can show that they took 'reasonable steps' to prevent and manage the behaviour.

'Reasonable steps' can include:

- Implementing effective policies and complaint procedures on discrimination and harassment;
- Training all staff on the policies and legislation;
- Taking all complaints seriously, and dealing with them fairly, promptly, and appropriately;
- Taking any other steps necessary to assess and mitigate the risk of harassment and discrimination in the workplace.

As part of 'reasonable steps', employers need to ensure that all staff are aware of their rights and responsibilities under discrimination law and the relevant organisational policies. They should also understand what options are available in the workplace to resolve issues of unfair or inappropriate treatment.

PARTICIPANTS WILL LEARN HOW TO:

- Identify unlawful discrimination;
- List and define the attributes protected under Queensland anti-discrimination legislation;
- Understand how exemptions work and describe the most commonly used exemptions in the *Anti-Discrimination Act 1991*;
- Identify sexual harassment and understand the 'reasonable person' test;
- Identify workplace harassment (bullying), and understand the relationship between bullying, sexual harassment and discrimination;
- Define victimisation and vilification;

- Understand employee and employer responsibilities under anti-discrimination legislation;
- Describe reasonable steps to prevent and manage discrimination and sexual harassment at work;
- Understand what options for resolution are available to people experiencing discrimination or harassment in the workplace or other areas of their life.

RECOMMENDED FOR

The session is suitable for anyone wanting information about discrimination, sexual harassment, vilification and other types of unlawful behaviour, but is particularly useful for general staff or volunteers in any organisation .

PRE-COURSE PREPARATION

No prior knowledge is necessary for this course.

BOOKINGS

We can deliver this course directly to your team in your workplace. We also offer public training sessions around Queensland throughout the year - you can find our schedule on our website.

Contact our training team:

- **1300 130 670**
- **training@qhrc.qld.gov.au**