

Queensland's Anti-Discrimination Act for management

Course duration: 4 hours

PURPOSE

This course is designed to empower people working in management to create discrimination and harassment free workplaces and build a cohesive and productive workforce, through an understanding of Queensland's *Anti-Discrimination Act 1991*.

The course focuses on helping management improve or establish systems to minimise the risk of these types of behaviours occurring, and to deal with them effectively if they do. It provides managers, supervisors, and HR personnel with an understanding of their responsibilities under discrimination law, and the vital role they play in implementing workplace policies and procedures. Participants will develop the skills and knowledge to implement the relevant policies and procedures, and to employ effective techniques for preventing and managing unlawful behaviour in the workplace.

DELIVERY

This interactive session includes visual and small group activities, and opportunities to discuss the issues management face in their workplace. Activities focus on:

- case summaries and scenarios to illustrate how discrimination law is applied to real workplace situations;
- the practical aspects of developing and implementing systems to manage staff conflict and complaints; and
- recruitment processes.

HOW CAN MANAGEMENT REDUCE RISK FOR AN ORGANISATION?

Organisations may be liable for staff behaviour under Queensland's *Anti-Discrimination Act 1991*, unless they can show they took 'reasonable steps' to prevent and manage it. Employers need to make sure that managers, supervisors and HR personnel are aware of their responsibilities to always take 'reasonable steps' to prevent and manage discrimination or harassment. 'Reasonable steps' include implementing effective policies and complaint procedures, and training for all staff on policies and legislation, taking all complaints seriously and dealing with them appropriately, and any other steps necessary to prevent and manage such behaviours.

THIS COURSE WILL ENABLE PARTICIPANTS TO:

- identify behaviours that could be unlawful or in breach of policy, such as discrimination, sexual harassment, workplace harassment (bullying), victimisation and vilification;
- recognise when and how exemptions to the Act may apply to situations in the workplace;
- implement non-discriminatory recruitment processes, including pre-employment testing, advertising, interviews and record-keeping;
- recognise and manage the risk of vicarious liability for the organisation, and take all necessary reasonable steps to prevent discrimination and harassment;
- develop and implement effective organisational policies and procedures relating to discrimination and harassment;

- understand their roles and responsibilities in implementing organisational policies and procedures, and ensuring staff are trained;
- manage complaints or situations of discrimination and harassment appropriately; promptly and effectively;
- understand the role of the Queensland Human Rights Commission and our complaints process.

RECOMMENDED FOR:

All managers, supervisors, human resources personnel, and employees involved in handling workplace complaints.

PRE-COURSE PREPARATION:

We recommend that participants read existing organisational policies and complaints procedures relating to discrimination and harassment prior to the course, and bring copies to refer to in training.

HOW CAN I TAKE PART IN THIS TRAINING?

We can deliver our training directly to your team or workplace, or you can [check our schedule of upcoming training sessions anyone can register for](#). These run virtually and in multiple locations across Queensland.

CONTACT US

For more information about our training services, including this course, contact our training team by calling 1300 130 670 or emailing training@qhrc.qld.gov.au.