



Education & training

Effective anti-discrimination and anti-harassment strategies in your workplace are good practice, and good for business.

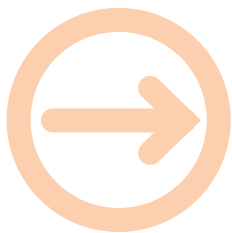
The Tasmanian *Anti-Discrimination Act* 1998 (“the Act”) requires employers to create a workplace that is free from discrimination and harassment.

All businesses in Tasmania, regardless of their size, must comply with the Act. Employers, supervisors/managers and employees (including casuals, contract workers, part-time and/or full-time) all need to be aware of their rights and responsibilities.

A productive and discrimination free workplace helps:

- Increase your pool of potential employees – meaning you get the best person for the job;
- Build the morale and productivity of your employees;
- Minimise complaints, disruptions and legal wrangles – so you can get on with work;
- Build your reputation in the community.

Anti-discrimination education & training



Why have training?

Section 104 of the Act states that an organisation is to ensure that its members, officers, employees and agents are made aware of the discrimination and prohibited conduct to which the Act relates. If an organisation does not take reasonable steps to do this, it is liable for any contravention of the Act by any of its members, officers, employees and agents.

One way of meeting obligations under s.104 is through training.

Training provides an important avenue for ensuring staff awareness of discrimination and prohibited conduct. It may be a factor taken into account in determining whether an agency has taken ‘reasonable steps’ to ensure that no member, officer, employee or agent has engaged in discrimination and prohibited conduct. It needs to be remembered that while training is an important step, it does not of itself absolve organisations of responsibility under s.104. For more information on this subject see ‘Obligations of organisations-section 104’ brochure.

Client testimonials

“All the information was useful, needed and appropriate for the company”

Caterpillar Underground Mining, October 2007

“Content was definitely more than just common sense, every employee could benefit”

MyState Financial, March 2008

“Very professional presentation that developed an environment where people felt safe to talk and to learn”

OADC Contact Officer Training, November 2007

“It was good - learnt a lot and it was specific to recruitment which met our needs, was great”

Searson Buck, April 2008

Our Trainers

The Office of the Anti-Discrimination Commissioner (OADC) has a Community Education and Liaison Officer and two Training Consultants.

Our Community Educator and Trainers are highly experienced, have an excellent understanding of the Act and are committed to delivering quality up-to-date information to assist the Tasmanian community.

Fees

The OADC provides **free** information sessions to community groups, not for profit organisations, schools and colleges.

Standardised calendar training sessions attract a **fee per participant**. Workplace-based customised training programs attract a **fee per program**.

Contact Us

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(03) 6233 4841

Facsimile (03) 6233 5333

TTY (03) 6233 3122

Email antidiscrimination@justice.tas.gov.au

www.antidiscrimination.tas.gov.au

Programs

Community Education

Our Community Education and Liaison Officer liaises and works co-operatively with community groups, schools, colleges, other educational institutions, unions and interested individuals in promoting non-discriminatory practices.

Short sessions (up to 1 ½ hours) can be delivered on:

- Your rights and responsibilities under the Act;
- What you can do if you are being discriminated against;
- How not to discriminate against others.

Standardised Calendar training

The OADC puts out a training calendar for every 6-month period. These sessions are held in our training rooms and allow for a mixture of participants to attend on behalf of an organisation or independently.

Training programs include:

- Diversity and anti-discrimination overview;
- Contact person role;
- Contact person refresher;
- Networking meetings;
- Manager/supervisor role and responsibility;
- Hospitality manager/supervisor role and responsibility;
- Recruitment and selection;
- Investigating complaints.

For information on training calendar details, course content, dates and costs visit our website www.antidiscrimination.tas.gov.au.

Workplace-based customised training

All training programs can be tailored to suit the requirements of your organisation and support your own policies and procedures. We can deliver training to your staff in a group or as a one-to-one program to best fit your workplace environment.

Our trainers will come to your workplace to deliver training onsite or training can be arranged at one of our training facilities.

Other services

Our Training Consultants can also offer assistance in developing and implementing anti-discrimination, harassment/bullying and EEO policies and grievance procedures.

Contact the OADC for:

- Information about training or community education sessions;
- Printed information, including fact sheets, pamphlets and publications;
- Online information including Federal and State legislation, annual reports, complaint handling, rights and responsibilities and employer responsibilities and latest updates;
- Free enquiry service – all of our staff are trained and experienced to handle your enquiry promptly, fairly, impartially and professionally. All enquiries are treated confidentially.