

MortarCAPS Higher Learning Data Standard Ltd

Equality & Diversity Policy

Organisation	MortarCAPS Higher Learning Data Standard Ltd (ACN 684 569 864)
Registered address	368 Sussex Street, Sydney, NSW 2000, Australia
Policy owner	Gemma Williams, Head of Operations
Approved by	Board of Directors
Version	1.0
Effective date	17 February 2025
Next review	February 2027

1. Purpose

MortarCAPS Higher Learning Data Standard Ltd ("the Organisation") is committed to providing a working and service environment that is fair, inclusive and free from discrimination, harassment, vilification and bullying. As a charity registered with the Australian Charities and Not-for-profits Commission (ACNC), we recognise that promoting equality and valuing diversity strengthens our ability to pursue our charitable purpose and reflects our obligation under ACNC Governance Standard 3 to act lawfully.

2. Scope

This policy applies to all directors, employees, volunteers, contractors, job applicants, members, beneficiaries and other people who interact with the Organisation. It covers all aspects of our activities including recruitment, employment, volunteering, training, promotion, service delivery and procurement.

3. Legislative framework

This policy is made in accordance with applicable Australian and New South Wales anti-discrimination and equal opportunity legislation, including:

- **Anti-Discrimination Act 1977 (NSW)**
- **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)**
- **Fair Work Act 2009 (Cth)**, including the general protections and anti-bullying provisions

4. Policy commitments

The Organisation will not tolerate discrimination, harassment or victimisation on the basis of any protected attribute, including: sex, gender identity, sexual orientation, intersex status, marital or relationship status, pregnancy or potential pregnancy, breastfeeding, family or carer responsibilities,

race, colour, national or ethnic origin, descent, religious belief or activity, age, disability, political opinion, or industrial activity.

We are committed to:

- Treating all people with dignity, fairness and respect.
- Making decisions about employment, volunteering and service delivery on the basis of merit and need.
- Making reasonable adjustments to support people with disability and other access needs.
- Maintaining a workplace free from sexual harassment, consistent with the positive duty to eliminate sexual harassment.
- Promoting cultural safety and recognising the rights of Aboriginal and Torres Strait Islander peoples.

5. Responsibilities

The Board is responsible for approving this policy and overseeing a culture of equality and inclusion. **Management** is responsible for implementing the policy, modelling appropriate behaviour and responding to complaints. **All workers** are responsible for complying with this policy and treating others with respect.

6. Complaints and breaches

Any person who believes they have been subject to discrimination, harassment or bullying may raise a concern with their manager or the policy owner. Complaints will be handled confidentially, impartially and without victimisation. Breaches of this policy by workers may result in disciplinary action up to and including termination of employment or engagement. Individuals also retain the right to make a complaint to the relevant external body, including Anti-Discrimination NSW, the Australian Human Rights Commission or the Fair Work Commission.

7. Review

This policy will be reviewed at least annually, or earlier if there is a relevant change in legislation or organisational circumstances. The next scheduled review is February 2027.

Approval

This policy has been approved by the Board of Directors of MortarCAPS Higher Learning Data Standard Ltd and is owned by the Head of Operations.



Signed:

Gemma Williams

Head of Operations

MortarCAPS Higher Learning Data Standard Ltd

Date: 17 February 2025