**EXAMPLE APPLICATION FOR RAINBOW TASMANIA TOURISM ACCREDITATION**

**Criteria 1**

**AWARENESS OF THE ANTI-DISCRIMINATION ACT 1998 (TAS)**

We at (business name) are now aware of the [*Anti-Discrimination Act 1998*](http://www.thelaw.tas.gov.au/tocview/index.w3p;cond=;doc_id=46%2B%2B1998%2BAT%40EN%2B20160316000000;histon=;pdfauthverid=;prompt=;rec=;rtfauthverid=;term=;webauthverid=) through application of this accreditation.

We now have an understanding of direct and indirect discrimination and we are aware that we cannot engage in any conduct which offends, humiliates, intimidates, insults, or ridicules another person on the basis of their gender, marital status, relationship status (including same sex relationships), pregnancy, breastfeeding, parental status and family responsibilities.

We now have a copy of the <http://equalopportunity.tas.gov.au/home> under the Tasmanian Anti-Discrimination Act and the [Equal Opportunity Tasmania brochures](http://equalopportunity.tas.gov.au/resources/brochures) saved on our computer and in print form in our office.

It is now business policy to ensure all employees have read and understood the 'Understanding Discrimination and Prohibitive Conduct' brochure prior to commencement of employment within the business.

**Criteria 2**

**REASONABLE STEPS**

The **reasonable steps** we have taken to ensure our workplace is **free from harassment and discrimination** are:

* We have developed an anti-discrimination and equal opportunity employment policy (see Attached);
* We publicise policies and procedures to all employees;
* We provide anti-discrimination information to all employees including Managers and Supervisors;
* We ensure complaints are investigated promptly and confidentially according to set policies and procedures;

**Criteria 3**

**LGBTI CULTURAL AWARENESS TRAINING**

We intend to complete the [What is discrimination](http://equalopportunity.tas.gov.au/discrimination) program through the Office of the Anti-Discrimination Commissioner. [Rights and Responsibilities](http://equalopportunity.tas.gov.au/__data/assets/pdf_file/0007/331891/EOT_A4_rightsresponsibilities_final.pdf)

We make our LGBTI customers feel welcome by strictly adhering to our code of ethics statement:

**LGBTI CODE OF ETHICS STATEMENT**

At (business name) we aspire to meet the following standards in delivering Lesbian, Gay, Bisexual, Transgender, and Intersex friendly' visitor experiences:

* Treat all people in the same professional, non-discriminatory manner;
* Provide a genuine interest in and welcome the LGBTI traveller;
* Provide a safe and comfortable environment;
* Acknowledge and respond promptly and courteously with all client concerns and possible source of complaint.
* Eliminate any practice, which could be damaging to the LGBTI community and our guests.

**Criteria 4**

**PROVISION OF INFORMATION FOR LGBTI TOURISTS**

At (business name) we provide the following information for LGBTI tourists about local support and services.

Links from our website to:

* Information for Gay and Lesbian Visitors to Tasmania <http://campaigns.discovertasmania.com/segs/g&l/>
* Gay and Lesbian Tourism Australia (GALTA) <http://www.galta.com.au/>
* Rainbow Communities Tasmania <http://www.rainbowtas.org/copp/copp.html>
* Calendar of Events for the LGBTI community <http://rainbowtas.org/events/events.html>

Literature on display at reception:

* Brochures for LGBTI friendly services
* Directories for LGBTI local support and services
* Flyers to LGBTI friendly events

**EXAMPLE ANTI DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY POLICY**

**Business Name**

**Obligations**

***Business name*** is committed to promoting a workplace environment which is free of discrimination. Under the Tasmanian Anti-Discrimination Act 1998 certain conduct is prohibited, furthermore, a person must not engage in any conduct which offends, humiliates, intimidates, insults or ridicules another person.

**Responsibilities**

Directors, supervisors and staff have a responsibility to make the workplace as free from discrimination as possible.

It is the responsibility of all members of the organisation to promote actively an equal

opportunity environment, which is free from discrimination, victimisation and

harassment either directly or indirectly on the following attributes:

a) race k) disability

b) age l) industrial activity

c) sexual orientation m) political belief or affiliation

d) lawful sexual activity n) religious belief

e) gender o) irrelevant criminal record

f) marital status p) irrelevant medical record

g) pregnancy q) association with a person who

h) breastfeeding has had or is believed to have

i) parental status any of these attributes

j) family responsibilities

Directors and employees of ***Business name*** must ensure that people who make

complaints of, or are witnesses to, discrimination or inequality are not victimised in

any way. Any report of discrimination or inequality will be treated seriously, promptly,

confidentially and impartially.

Disciplinary action will be taken against any person who is proven to have displayed

discrimination or inequality against a co-worker. Depending on the circumstances,

discipline may involve a warning, counselling, demotion or dismissal.