

EQUAL OPPORTUNITY FOR WWA EMPLOYEES + ACCESSIBILITY

Women Want Adventure is an Equal Opportunity Employer. Under the *Anti-Discrimination Act 1977* (NSW), it is unlawful for any employer, to discriminate against an employee or role applicant because of characteristics such as sex, marital status, pregnancy, race, age, religion, family responsibilities, physical and or intellectual disability, political beliefs, homosexuality or gender identification.

Women Want Adventure is committed to ensuring that the working environment is free from discrimination and harassment. Discrimination and harassment will not be tolerated under any circumstances and disciplinary action will be taken against any employee (or contractor) who breaches the policy.

Direct discrimination occurs where a person is treated less favourably than another person in the same or similar circumstances for the substantial reason of their having or being perceived as having any of the following attributes:

- Their race, colour, descent or national or ethnic origin, as defined under the *Racial Discrimination Act 1975* (Cth)
- Their sex, marital status, pregnancy as defined under the *Sex Discrimination Act 1984* (Cth)
- A disability as defined under the *Disability Discrimination Act 1992* (Cth)
- Their age as defined under the *Age Discrimination Act 2004* (Cth)

This can also include religion, political beliefs, homosexuality or gender identification. It is also unlawful to directly discriminate based on professional trade occupation, irrelevant medical records, irrelevant criminal record or personal association with someone who has one or more of the above attributes. Consequently, everyone must be treated equally.

Indirect Discrimination

Indirect discrimination occurs when a rule or policy is applied to everybody, but which has an unequal or disproportionate effect on particular grounds. Hence indirect discrimination applies more to policies and practices rather than discriminatory behaviour.

Harassment

Harassment is any form of behaviour that is not wanted, not asked for and not returned and is likely to cause the other person to feel humiliated, offended or intimidated. Harassment is generally directed at a person because of their sex, pregnancy, race, disability, homosexuality, gender identification, religion or age.

Victimisation

Victimisation occurs when a person subjects another person to detriment (or threatens to do so) because they have made, intend to make or have helped someone else make a complaint, or refused to do an act in contravention of this policy because they provided information about a complaint. It also includes acting to a person's detriment because they have agreed to be a witness.

Vilification

Vilification occurs when a person incites hatred towards, serious contempt for or severe ridicule of a person or group of person on the grounds of sex, marital status, pregnancy, race, age, religion, family responsibilities, physical and or intellectual disability, political beliefs, homosexuality or gender identification.

Policy

Through our commitment to this policy and the upholding of the laws relating to equal opportunity and anti-discrimination, WWA aims to:

- Uphold appropriate stands of conduct at all times,
- Create a discrimination and harassment free working environment where all employees, contractors and customers are treated with courtesy and respect,
- Implement procedures and training to guarantee employees know their rights and responsibilities,
- Provide an effective procedure for complaints and treat all complaints with respect in a fair, timely and confidential matter,
- Encourage employees to report breaches of the policy and ensure that there is no threat of victimisation or reprisal in the event of a complaint.

Fair Recruitment

We will recruit new employees fairly - on the basis of merit - that is, the person who is the best person for the role will get the role based on merit selection.

1. 13 Accessibility

On Trips

- Groups travelling with a person with a disability will choose products and experiences known to be accessible. WWA will always outline if a trip is not suitable for a disability. Not all trips are suitable for physical disabilities and the type of adventure is clearly outlined in marketing of trips.

Potential barriers for women to attend our trips.

There are some common barriers that could hinder people accessing WWA trips.

- communication barriers such as limited ways or awareness of how people contact your business such as by phone or a website only. WWA has provided an email and phone option. We do not have an on site visitor centre.
- information barriers such as small or hard to read font on publications. WWA prints flyers and advertising material in a range of formats and font sizes, including Audi and visual options.
- service barriers such as discriminatory attitudes that make people feel unwelcome. All guides welcome women with a positive and helpful approach. WWA guides make sure to address your women directly, listen carefully, speak clearly (but not loudly or slowly) and check for understanding. We also give women time to ask and answer questions—avoid overloading people who have an intellectual disability with information. Prior to all trips we also make sure we are aware of their disability and how we can

best cater for them. WWA guides will also always have a pen and paper on hand to help you communicate with your guest

On Trips with Accommodation

***Not, WWA does not provide the accommodation and only books through a third party.**

WWA will provide a checklist for accessible accommodation prior to departure so all women know what to expect and what is suitable for their needs.

- WWA provide friendly, welcoming staff who are willing and resourceful and are trained to assist
- Rooms that are of equal quality and comfort with the venue's other rooms.