

Equal Opportunity Tasmania

Obligation of organisations

Section 104 of the *Anti-Discrimination Act 1998* (Tas) says organisations must take reasonable steps to make sure its members, officers, employees and agents:

- Are aware of discrimination and other unlawful conduct (called ‘prohibited conduct’) under the *Anti-Discrimination Act*;
- Don’t engage in, repeat or continue discrimination and other prohibited conduct under the *Anti-Discrimination Act*; and
- Are aware of any orders of the Anti-Discrimination Tribunal that are relevant to them.

Organisations that do not do this are liable for any breach of the *Anti-Discrimination Act* by any of its members, officers, employees or agents.

What are reasonable steps?

Reasonable steps may include:

- Having policies about discrimination and prohibited conduct under the *Anti-Discrimination Act*.
- Having a complaint procedure.
- Making sure all members, officers, employees and agents know about policies and procedures.
- Checking to make sure policies and procedures are being followed.
- Having regular training for members, officers, employees and agents about discrimination and prohibited conduct.
- Dealing with any internal complaints quickly and fairly following policies and procedures.

Education and training

Equal Opportunity Tasmania provides training and education on discrimination and other conduct prohibited by the Act.

Free community education sessions are available for not-for-profit organisations, schools and community groups.

For more information see separate brochure: *Education and training about discrimination law*.

Equal Opportunity Tasmania

Phone: 1300 305 062 (in Tasmania) or (03) 6165 7515

E-mail: office@equalopportunity.tas.gov.au

Office: Level 1, 54 Victoria St, Hobart TAS 7000

Post: GPO Box 197, Hobart TAS 7001

www.equalopportunity.tas.gov.au