

# Minimum standards for preventing and responding to race discrimination

| <br><b>Standard 1:<br/>Racial literacy</b>                                                                                   | <br><b>Standard 2:<br/>Policies and procedures</b>                                               | <br><b>Standard 3:<br/>Organisational culture</b>                | <br><b>Standard 4:<br/>Reporting and response</b>                              | <br><b>Standard 5:<br/>Continuous improvement</b>                                                         |
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| <b>Organisations understand both the subtle and obvious ways that racism occurs, as well as their obligations to eliminate race discrimination.</b>                                                           | <b>Organisations have systems, policies and procedures operating to eliminate race discrimination.</b>                                                                            | <b>Organisations have a culture of equality, respect and anti-racism.</b>                                                                           | <b>Organisations' responses are fair, timely, confidential, victim-centred and anti-racist.</b>                                                                   | <b>Organisations' systems, culture and responses to race discrimination are continually improved, and staff are confident that race discrimination is being eliminated in the workplace.</b> |
| Organisations are appropriately trained in identifying racism and understand that racism is widespread and can be subtle.                                                                                     | Organisations undertake a risk assessment and take steps to prevent race discrimination and document these in relevant and tailored plans, policies and procedures.               | Leaders model respectful workplace behaviour, set clear expectations and are held accountable for preventing and responding to race discrimination. | A reporting and complaints procedure is developed in consultation with employees and communicated effectively, with options to report anonymously where possible. | Organisations regularly collect reporting and complaints data and other relevant information and assess it for trends and risk factors.                                                      |
| Organisations understand the key drivers, risk factors and impacts of racism, and understand what constitutes race discrimination under the Equal Opportunity Act, including their positive duty obligations. | Employees are aware of, and can readily access, policies and procedures related to racism.                                                                                        | Leaders encourage and support bystanders to speak up if they witness or hear about racism.                                                          | Responses to reports and complaints about race discrimination are fair, timely, culturally safe, anti-racist, victim-centred and confidential.                    | Organisations regularly review and update policies and procedures that address race discrimination.                                                                                          |
| Leaders know how to prevent, identify, eliminate and respond to racism in their workplace.                                                                                                                    | Organisations consult with employees and employee representatives on appropriate measures to eliminate race discrimination including any gaps in current policies and procedures. | Organisations demonstrate and promote an anti-racist workplace culture.                                                                             | Organisations record complaints of racism and race discrimination, and steps taken in response.                                                                   | Organisations are transparent about trends, risk factors and lessons with employees, boards and key stakeholders to build staff confidence.                                                  |