



AMMA Equal Opportunity and Anti-Discrimination Policy

1. Purpose

The purpose of this policy is to affirm the commitment of Australasian Military Medicine Association Ltd (AMMA) to providing a safe, inclusive, and respectful environment that promotes equal opportunity for all members, employees, volunteers, and stakeholders. AMMA values diversity and upholds fairness, respect, and non-discrimination in all its operations, governance, and events.

2. Scope

This policy applies to:

- All AMMA Directors, Committee Members, staff, contractors, and volunteers;
- All AMMA members and participants in AMMA events, programs, or activities; and
- Any individual or organisation representing AMMA or acting on its behalf.

This policy covers all forms of discrimination, harassment, bullying, and vilification in connection with AMMA activities, including digital communications and social media.

3. Legislative Framework

AMMA is committed to complying with relevant Commonwealth legislation, including but not limited to:

- Fair Work Act 2009 (Cth)
- Age Discrimination Act 2004 (Cth)
- Disability Discrimination Act 1992 (Cth)
- Racial Discrimination Act 1975 (Cth)
- Sex Discrimination Act 1984 (Cth)
- Work Health and Safety Act 2011 (Cth)

4. Principles

AMMA's commitment to equal opportunity is built on the following principles:

- Respect: Every person is entitled to be treated with dignity, fairness, and courtesy.
- Equity: Employment, membership, and participation decisions are based on merit and capability.
- Inclusion: AMMA values diversity of background, experience, and perspective.
- Zero Tolerance: Discrimination, bullying, harassment, and victimisation will not be tolerated.



- Accountability: All individuals are responsible for maintaining a respectful and inclusive environment.
- Confidentiality: Complaints and investigations will be handled sensitively and in confidence.

5. Expected Behaviour

All AMMA representatives must:

- Treat others with respect and professionalism;
- Make decisions fairly, without bias or discrimination;
- Promote inclusivity at AMMA events and meetings;
- Avoid behaviour that may humiliate, intimidate, or offend others;
- Report any breaches or concerns under this policy.

6. Unacceptable Behaviour

Unacceptable conduct includes (but is not limited to):

- Offensive remarks or jokes about a person's background, gender, religion, or disability;
- Excluding individuals from participation or decision-making based on personal characteristics;
- Bullying, intimidation, or coercive behaviour;
- Unwelcome physical contact or sexual advances;
- Victimisation of a person for making or supporting a complaint.

7. Complaint Procedure

7.1 Informal Resolution

- Where appropriate, the individual experiencing discrimination or harassment is encouraged to raise the matter directly with the person involved to seek an informal resolution.
- If this is not appropriate or successful, the concern may be raised with the President or Association Manager.

7.2 Formal Complaint

- Formal complaints should be submitted in writing to the President (or to the Vice President if the complaint concerns the President).
- The complaint must outline the alleged conduct, the parties involved, and any supporting information.
- AMMA will appoint an impartial investigator or delegate, who may be internal or external, to manage the process.
- Findings and outcomes will be communicated to the parties involved.



7.3 Confidentiality and Protection

- All complaints will be treated with sensitivity and confidentiality.
- Individuals who make complaints in good faith will be protected from retaliation or victimisation.
- Malicious or vexatious complaints may result in disciplinary action.

8. Outcomes and Resolution

Where a complaint is substantiated, the following outcomes may apply:

- Mediation or facilitated discussion;
- Formal apology or counselling;
- Disciplinary action (warning, removal from committee or event, suspension of membership); or
- Referral to external authorities, if required by law.

9. Responsibilities

- The Board of Directors oversees implementation and adherence to this policy.
- The President and Association Manager are responsible for ensuring complaints are handled fairly and promptly.
- All AMMA representatives share responsibility for creating and maintaining a culture of respect, inclusion, and equal opportunity.

10. Related Documents

- AMMA Code of Conduct and Director Conduct Policy
- AMMA Complaints and Grievances Policy
- AMMA Cybersecurity and Data Protection Policy
- AMMA Privacy Policy

11. Review

This policy will be reviewed every two years, or sooner if required by legislative or organisational changes.