

# ZERO TOLERANCE RACISM POLICY

## 1. PURPOSE

The Kokoda Youth Foundation (KYF) is committed to providing an environment that is safe, inclusive, and free from racism and discrimination. This policy establishes a zero-tolerance approach to racism in all KYF programs, workplaces, and activities. It affirms KYF's values of Courage, Endurance, Mateship, and Sacrifice, and aligns with our Child Protection and Risk Management Strategy, Risk Management Framework, and obligations under Queensland's Child Safe Standards.

## 2. SCOPE

This policy applies to:

- All KYF employees, volunteers, contractors, Board members, and external stakeholders.
- All KYF programs, events, workplaces, and digital environments.
- All interactions with participants, families, communities, and the public where KYF is represented.

## 3. DEFINITIONS

**Racism** - Any behaviour, practice, or structure that discriminates against, excludes, marginalises, or disadvantages people based on their race, ethnicity, culture, or skin colour. Racism may be overt (e.g., slurs, harassment), covert (e.g., exclusion, microaggressions), or structural.

**Systemic Racism** - The way racism is embedded in organisational or societal systems. It occurs when policies, practices, or cultural norms result in unequal opportunities or outcomes for people based on race, even if no individual intends to discriminate.

## 4. POLICY STATEMENT

- KYF has zero tolerance for racism, racial harassment, or discriminatory behaviour in any form.
- Racism includes direct, indirect, systemic, and structural racism, as well as unconscious bias.
- All reports of racism will be taken seriously, investigated promptly, and addressed through appropriate disciplinary and corrective actions.
- KYF affirms its responsibility to create culturally safe environments for Aboriginal and Torres Strait Islander peoples, and to uphold equity and diversity across all programs.

## 5. RESPONSIBILITIES

### Board and CEO

- Provide leadership by modelling inclusive behaviours.
- Ensure compliance with governance, risk, and child safety obligations.
- Monitor reports of racism and oversee systemic responses.

### Senior Leadership Team (SLT) and Managers

- Support the designated complaint managers in implementing this policy across all programs and workplaces.
- Ensure staff and volunteers receive annual training on cultural safety and anti-racism.
- Promote safe reporting mechanisms for staff, volunteers, and participants.

### Child Protection Contact Officer (Impact and Operations Manager)

- Acts as the primary contact for complaints of racism or discrimination affecting participants, families, or program delivery.
- Ensures reports are managed confidentially and investigated promptly.
- Escalates issues to the CEO and/or Board where necessary.

- Provides culturally safe support to affected individuals and ensures protective measures are in place.

#### **People & Processes Manager**

- Acts as the primary contact for complaints of racism or discrimination between staff, volunteers, contractors, or Board members.
- Manages complaints in line with workplace health and safety, HR, and fairness obligations.
- Ensures investigations are impartial, confidential, and resolved in accordance with KYF policies.
- Reports systemic issues to the CEO and Board for oversight.

#### **Employees, Volunteers, and Contractors**

- Treat all people with dignity and respect.
- Challenge and report racist behaviours or practices.
- Participate in required training, including cultural safety and unconscious bias awareness.

#### **Participants and Families**

- Are expected to respect KYF's values and zero tolerance approach to racism.
- May be removed from programs or events if engaging in racist behaviour.

### **6. REPORTING AND RESPONSE**

- **Participant/program-related racism complaints** → report to the Child Protection Contact Officer (Impact & Operations Manager).
- **Staff/workplace-related racism complaints** → report to the People & Processes Manager.
- If the complaint involves either of these roles, or there is a conflict of interest, reports may be made directly to the CEO or Board Chair.
- All complaints will be investigated in line with KYF's Complaints Management procedures.
- Immediate action will be taken to protect those impacted.
- Where racism may constitute unlawful discrimination, the responsible complaint manager will ensure referral to relevant external authorities.

### **7. TRAINING AND AWARENESS**

- All staff and volunteers will complete annual anti-racism and cultural safety training.
- Training will cover recognising unconscious bias, responding to incidents of racism, and embedding cultural safety in practice.
- Child-friendly resources will be developed to empower young people to speak out against racism.

### **8. NONCOMPLIANCE AND CONSEQUENCES**

Breaches of this policy may result in:

- Formal warnings or termination of employment/volunteer engagement.
- Removal of participants or families from programs.
- Referral to external authorities where required.

### **9. RELATED DOCUMENTS & REFERENCES**

This policy aligns with:

- KYF\_RISK\_POLICY\_Child Protection and Risk Management Strategy V2-2025
- KYF\_RISK\_POLICY\_Child Safe Technology V1-2025
- KYF\_GOV\_POLICY\_Risk Appetite Statement V1-2025
- KYF\_RISK\_POLICY\_Risk Management Framework V1-2025
- Guidelines for Implementing the Universal Principle and Child Safe Standards in Queensland (QFCC, 2025)
- KYF\_GOV\_PROCEDURE\_Managing Racism Complaints\_V1\_2025

**10. APPROVALS & AUTHORISATION**

Version	Approved By	Approval Date	Review Date
1	Board of Directors	7 October 2025	31 October 2026