



**NEW & UPDATED
POLICY MANUAL**

April 2018 - 2022

Acknowledgement of Country

Respect Inc would like to acknowledge the Traditional Custodians
of the lands on which our offices are located.

We recognise that sovereignty was never ceded,
and that connection to country and cultural contribution is ongoing.

We pay our respects to ancestors and Elders, past, present and emerging
And we stand in solidarity with Aboriginal and Torres Strait Islander people and respect their
strength and resilience in the face of ongoing colonisation.

*“If you have come here to help me, you are wasting your time.
But if you have come because your liberation is bound up with mine,
Then let us work together”*
- Lilla Watson, Gangulu nation

Acknowledgement of Sex Workers' Contributions

We would also like to acknowledge the sex workers both locally and internationally who came
before us and paved the way for sex worker rights in Queensland.

To all the whores and hustlers who fought against the routine arrests, the forced detention and
testing in lock-hospitals, the segregation in reform homes for “fallen girls”,
and the extortion and abuse from clients, bosses and police alike,

You have made it easier for us today.

We thank you for speaking out and fighting back against the violence and discrimination
that you experienced in times filled with even more moral hysteria, public health fear,
hatred and corruption than we have today.

The fight isn't over but it sure is a better situation than it used to be
And we will continue the struggle for sex worker rights until there is justice for ALL sex
workers.

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PREFACE

The purpose of this document is to outline the policies of Respect Inc to all our members and in particular, our staff, volunteers and management committee. Members of Respect Inc are expected to comply with the policies in this manual to ensure that our operations are run according to the principles that have been established by our members.

This manual is a living document. It will be updated and reviewed when necessary, following consultation with our members to ensure that it remains relevant and supports sex worker rights best practice. To obtain a broader perspective on Respect Inc philosophy and policy this manual should be read in conjunction with our **Respect Inc [Strategic Plan 2017-2022](#)**.

1. About Us

In this section:

[1.1. Vision](#)

[1.2. Mission](#)

[1.3. Core Values](#)

[1.4. Objectives](#)

[1.5. Membership](#)

Respect Inc is a non-profit, peer-based organisation focused on protecting and promoting the rights, health and wellbeing of Queensland sex workers. We are independent from police and the government, and do not operate to regulate the sex industry in any way. We are a sex worker rights-positive and rights-focused community organisation. Through our funding we provide a range of services and programs aimed at addressing our community's needs, as informed by them. We recognise that historically, sex workers have successfully educated each other about workplace health and safety and in doing so, have demonstrated that peer education is the most effective way for us to improve this. We continue in this tradition, providing a peer-only safe space at all our offices and most events.

At Respect Inc we aim to provide:

- Information
- Education and training
- Peer support, advocacy and referrals
- Access and outreach
- Supportive networks with other organisations that sex workers access
- Sex worker community development
- General community education
- Policy advice to government

Respect Inc is a member organisation of Scarlet Alliance, the national peak body representing sex worker organisations in Australia, and the Global Network of Sex Work Projects, NSW.

1.1. Vision

We envisage a society where we as sex workers have equal status in society and are free to pursue our occupation safely, on our own terms without fear of criminalisation, stigma or

discrimination. Our vision is for sex work to be recognised as work and as such is fully decriminalised.

1.2. Mission

We are Queensland sex workers voicing our need for human, industrial and workplace rights for all sex workers. We aim to improve the lives of sex workers by eliminating stigma and discrimination via social, legislative and political change.

1.3. Core Values

At Respect Inc our work is guided by the following core values:

- ***'Sex Work is Work' and 'Sex Worker Rights are Human Rights'***
Recognition of this is the first step in reducing stigma against sex workers because it is stigma that enables and justifies the discrimination and violence that we experience.
- ***'Nothing About Us Without Us' and 'Our Bodies, Our Business'***
Sex workers should be involved at leadership level in all decision-making that affects us.
- ***Fighting for Full Decriminalisation***
This is the best legal framework for sex workers as it is the only one that will enable us to work freely and safely, on our own terms.

1.4. Objectives

At Respect Inc our objectives, as per the [Constitution](#) are:

1. To provide a range of education, information and resources that will support sex workers and increase their awareness of occupational health, safety, emotional wellbeing, legal and taxation rights and responsibilities, in a non-judgmental and non-invasive environment.
2. To provide appropriate health promotion programs to sex workers.
3. To operate within a context of accountability, equity and transparency.
4. To recognise that by providing education, information and support to sex workers, sex workers will be effectively resourced as safer sex educators to pass on those educational benefits to the larger general population.
5. To operate within an affirmative action approach, that is, with all direct services by peers (sex workers past or present) within all levels of the organisation, including management, staff and volunteers, and to foster a culture of inclusiveness and mutual respect within the diverse community of sex workers.

6. To lobby government to provide sex workers with legal avenues to work within any area of the Queensland sex work trade/industry as they choose (e.g. escort, in-house, agency, private/sole operator, co-operatives and/or street) without fear of arrest or prosecution for criminal offenses related to sex work business activities.

7. To provide a legitimate voice for Queensland sex workers advocating for legal and other social policies to support sex workers' human, civil and workplace rights and access to remedies without discrimination, including programs and initiatives that aim to reduce discrimination and stigma against sex workers, past and present.

8. To support and liaise with national, state and regional sex worker rights groups in the development of networks, programs and objectives.

9. To build and foster constructive relationships with all stakeholders for the benefit of sex workers.

1.5. Membership

Respect Inc membership is open to any past or present sex worker who supports our objectives. We define sex workers as people who receive money or valuables in exchange for personally providing sexual services; who consciously define those activities as income-generating; and who identify as sex workers themselves. This includes people doing full service sex work, erotic massage, camming, BDSM, stripping, peep shows, porn and trading sexual services for favours.

Members are the primary decision-makers of Respect Inc because they elect the management committee which, in turn, runs the organisation on behalf of the members.

It is important for peer educators to note that not everyone who accesses our organisation will identify as a sex worker or accept this definition, but that does not exclude them from getting support and information from Respect Inc.

2. Code of Ethics

In this section:

- [2.1. Inclusivity and Community](#)
 - [2.2. Empowerment, Accessibility and Participation](#)
 - [2.3. Self-Determination](#)
 - [2.4. Respect and Integrity](#)
 - [2.5. Transparency, Fairness and Accountability](#)
-

The Respect Inc Code of Ethics is a collection of principles that outline the way we operate as an organisation. This Code reflects our values and informs how we make decisions. These principles apply to all those who participate in our operations at Respect Inc which includes but is not limited to staff members, volunteers and the management committee.

2.1. Inclusivity and Community

First and foremost we are here to provide support for and promote the rights of all sex workers, regardless of race, class, gender, sexuality, ability, age, visa status, geographical location in Queensland, drug user status or health status.

We welcome, respect and celebrate the diversity of experience in our community and encourage workers from all sectors of the sex industry to participate in our organisation because of the strength that this brings. We believe that as diverse as our experiences may be, we are all united by “whore stigma” that separates us from other industries and marginalises our communities.

We value all forms of sex work as equal, regardless of legal status, and we actively oppose the idea of a whorearchy, which says some forms of sex work are more dignified than others. In supporting *all* sex workers we endeavour to centre those who are most marginalised - Asian and migrant workers; youth; trans and gender-diverse workers; HIV-positive workers; Aboriginal and Torres Strait Islander sex workers; and those working illegally, to ensure that we don't just cater to the needs of those who are the most privileged in our industry.

We know that systems of oppression interact and are interconnected, and that when sex workers experience discrimination on multiple levels, their marginalisation is compounded. In an effort to maintain a safe space and encourage the participation of marginalised members within our community, we declare that racism, sexism, transphobia, homophobia, ableism and other discriminatory behaviour will not be tolerated within our organisation.

2.2. Empowerment, Accessibility and Participation

Respect Inc is *more than just a condom shop*; we strive to empower Queensland sex workers to get involved in organising collectively around the issues that affect them and their communities. We aim to foster the sex worker rights movement in Queensland by instilling whore pride, combatting whorephobia and discrimination, and by opposing unjust laws that seek to control how we work.

Accessibility is a priority for us. We want to maximise sex workers' participation in our organisation by using inclusive decision-making processes where we consult with our membership and involve them in the planning of our organisation. Through this, we aim to implement our funded programs as exercises in community development, and increase the participation and engagement of the sex worker community in activities that will benefit them.

2.3. Self-Determination

Our Body Our Business is a harm reduction principle valued strongly and advocated for by Respect Inc. Bodily autonomy is a core belief of the sex worker rights movement. We believe that sex workers are the experts of their own lives and are therefore in the best position to determine what their needs are and how they are met.

We support workers to make their own choices and respect people's autonomy and agency by providing positive, non-judgemental support. In line with the [Ottawa Charter for Health Promotion](#) we support a holistic approach to health promotion that emphasises the importance of enabling environments and self-determination. We recognise that people having control over their health is the most effective way for them to improve it which is why we promote sex workers to be active participants in the design and delivery of our own health programs.

2.4. Respect and Integrity

It is important that we are respectful of difference and treat each other and our community with dignity and respect when we organise together. Everyone has different ideas and contributions to make. We want to ensure that we maintain safe and inclusive spaces at our offices so that everyone feels comfortable and can participate if they want to. We recognise that what "safe" looks like is different for different people but will endeavour to take care in our behaviour towards others, being mindful that everyone has different capacities in this.

In order to adequately represent Queensland sex workers, it is essential that Respect Inc maintains and is seen to have integrity as an organisation. We are deeply committed to ensuring that when we speak for Queensland sex workers that we are representing our community fairly and in their best interest, and not pursuing personal agendas.

2.5. Transparency, Fairness and Accountability

We aspire to reflect the needs of our community, be informed by them and held accountable to them. Our processes and activities will be clear and open. When requested, we will explain to our members why we have made decisions and taken the actions that we have; as individuals in our roles and as an organisation as a whole. We will maintain adequate records so that these processes can be reviewed and available to all other members of Respect Inc if requested.

We value the principle of natural justice, which we interpret to mean: all decisions will be made transparently and persons involved with Respect Inc will be given full notice of any negative feedback about them, they have a right to be represented and to have a full opportunity to offer a response, have the right of appeal, and that any consequences should be proportionate to the seriousness of the claims. Following from this, staff and the management committee will at all times act fairly to the best of their ability, and with a commitment to inclusive decision-making: i.e. decision-making processes that are based on consultation with key stakeholders, the right of access to information about decisions and the right of appeal by those affected by decisions.

3. Code of Conduct

In this section:

[3.1. Respectful Workplace Conduct](#)

[3.2. Confidentiality](#)

[3.3. Conflict of Interest](#)

[3.4. Peer-Only Spaces](#)

[3.5. Inclusive Decision-Making](#)

[3.6. Commitment to the Work of the Organisation](#)

[3.7. Table 1: Examples of Conduct Issues and Their Relating Codes](#)

Our Code of Conduct informs the actions and behaviour of staff, volunteers and the management committee of Respect Inc. Its purpose is to outline how behaviour can be conducted in a way that is consistent with our Code of Ethics.

3.1. Respectful Workplace Conduct

Under workplace health and safety laws, all staff, management and volunteers must take reasonable care that they do not adversely affect the health and safety of others.

As such, Respect Inc expects people to:

- Behave in a reasonable, professional manner
- Treat others in the workplace with courtesy and respect
- Listen and respond appropriately to the views and concerns of others
- Be fair and honest in their dealings with others

This policy applies to behaviours that occur in connection with work, even if it occurs outside normal working hours, during work activities, at work-related events or on social media.

All organisational representatives must also comply with the following:

- Only claim to have the skills that they can demonstrate
- Perform their duties ensuring that alcohol and other drug use does not adversely impact upon their work effectiveness, behaviour and credibility of the organisation
- Comply with our smoke-free workplace policy (including in workplace vehicles)

- Maintain the integrity of our organisation and ensure that their behaviour does not have a negative impact on the organisation (integrity here does not refer to illegal sex work practices)
- Represent the organisation in a manner that reflects our stated objectives
- Respect diversity in the workplace
- Not discriminate, bully or harass any other members of our organisation or sex workers who access it (if someone witnesses or is the victim of any bullying, discrimination or harassment they are to report it to the State Coordinator or a member of the management committee as soon as is reasonably possible)
- Not use their position to exert inappropriate influence over others
- Be respectful to all workers regardless of the services they provide and the sectors in which they work (e.g. legal or illegal work contexts)

An organisational representatives' behaviour should not negatively impact upon, or have the potential to negatively impact upon, the professionalism of the organisation or our standing with sex workers, other employees, volunteers, students/interns or other organisations.

3.2. Confidentiality

As sex workers we understand the importance of privacy and confidentiality regarding someone's sex worker status. We are committed to protecting the privacy of all those involved in our organisation and any information obtained during the course of the professional conduct of the organisation will be held in strictest confidence. Information will not be shared outside of the organisation without the express permission of the person, and only when it is absolutely necessary in conducting the business of Respect Inc.

Confidentiality means to Respect Inc that:

- Non-Respect Inc contact details such as personal mobiles, private phone numbers, full names or personal email addresses are not to be given out to a third party in or out of the organisation without the permission of the member concerned
- Any request from police/government agencies regarding a sex worker is to be brought to the attention of the State Coordinator immediately and referred to the management committee
- There is an expectation that all team members will exercise extreme care not to "out" other sex workers unless you have someone's express permission. See **Outing Factsheet** for examples
- Workers must abide by the [Storage of Information Policy](#)

For more information see the chapter on [Confidentiality and Privacy](#) later in this manual.

3.3. Conflict of Interest

Staff members, volunteers and management committee members must consider if they have a conflict of interest when participating in the operations of Respect Inc. A conflict of interest occurs when someone's other professional or personal roles intersect and conflict with their Respect Inc duties. Specifically, if there is a divergence between someone's private interests and their professional obligations such that an impartial observer might question their motives. Potential areas where a conflict of interest may arise include:

- Recruitment of staff or contractors
- Proposing to undertake projects, or enter into partnerships, with other agencies
- Representing the organisation in other forums/on outreach, etc.

We expect that organisational representatives will be mindful of potential conflicts of interest and declare a potential conflict of interest (or perceived conflict of interest) before, or as, it arises. Appropriate action can then be taken in consultation with the State Coordinator and/or management committee. For instance, a person may need to withdraw from a recruitment selection panel if they have a personal relationship with one of the applicants.

As a result, we expect all people to declare their involvement in external activities related to the work of the organisation when they are employed and to discuss and plan with their supervisor how any potential conflicts of interest may be managed. Staff members taking on other (new) work outside the organisation need to inform their supervisor if there is a potential conflict of interest stemming from this.

Other issues that may give rise to a perceived or actual conflict of interest that staff, volunteers, and management committee members should be aware of include:

- The provision of information, education and/or support services that contradict our objectives
- Personal relationships with other staff, volunteers or management committee members or sex workers accessing Respect Inc
- Promoting a business (whether owned by the member or not) that sells services or products to sex workers for the running of their sex work businesses or for their personal use
- Building connections between outside parties or with the employee for the purposes of sex work (such as connecting a sex worker with an agency)

See [Procedures](#) for how to deal with a Conflict of Interest. It is important that decisions made are consistent with the principles of natural justice and transparent decision-making. If agreements are broken, the **Counselling and Disciplinary Procedures** will be implemented. Breaches of these agreements will not be taken lightly as they will reflect poorly on the integrity of the organisation.

3.4. Peer-Only Spaces

In order to maintain a safe, sex worker-friendly environment, all Respect Inc offices and events (unless otherwise stated) are peer-only, meaning they are open to past and present sex workers only. When non-peers, such as representatives from an allied health organisation, are invited to attend the office, it will be outside drop-in hours and members will be advised of this in an appropriate manner (e.g. a sign will be displayed at the office, information on a flyer etc.) Friends, family and other people associated with sex workers who may drop in to collect supplies or printed information, will be able to access the office for specific purposes but not invited to social events. **ADD LINK TO POSTERS.**

3.5. Inclusive Decision-Making

Members will regularly be consulted for feedback on the direction of the organisation so as to encourage their participation, to keep the organisation accountable and to maintain our integrity. This will be done when formulating our Strategic Plan as well as when considering new funded programs and research.

3.6. Commitment to the Work of the Organisation

All staff, volunteers and management committee members are expected to share a commitment to the values and objectives of the organisation and work within the priorities identified by the management committee and the State Coordinator. They are to actively participate in organisational planning and consultation processes where appropriate, and contribute to the development of the organisation as a whole. The [Delegations Tables and Procedures Manual](#) should be followed correctly when performing any operational activities. Staff must do their best to ensure that all information provided to sex workers accessing Respect is credible, evidence-based, up-to-date, and in line with our aims and objectives.

3.6.1 Teamwork

All staff, volunteers and management will work together towards agreed work objectives and community goals and communicate regularly with one another about their progress. They are encouraged to look for ways to improve work methods and to solve workplace and community problems. They are encouraged to provide each other with support and guidance, and recognise each other's results and achievements.

3.6.2 Use of Resources

Staff, volunteers and management committee members are to ensure that their roles are performed with integrity and professionalism and that the resources of the organisation are used effectively, efficiently and primarily for the benefit of Respect Inc. Employees and management committee members will ensure that they have the necessary delegation to authorise expenditure and may only use organisational materials, facilities, funds, people and equipment for authorised purposes and must take reasonable steps to prevent misuse by others.

Effort should be made to conserve and efficiently use Respect Inc resources through recycling, and energy-saving and waste-minimisation practices. See our [Environmental Policy](#) for more detail on this. Staff should not undertake work, other than Respect Inc work, during paid work time. Other work or activities to be completed using organisational resources (including computers and/or equipment) must be negotiated with the State Coordinator or management committee.

3.7. Table 1: Examples of Conduct Issues and Their Relating Codes

The following table outlines how the Code of Conduct and Code of Ethics are designed to prevent example workplace conduct issues from occurring.

Conduct Issue	Code Of Conduct	Code Of Ethics
Nepotism - e.g. a person in a position of power favouring friends and family, particularly in hiring for jobs	Conflict of Interest	Integrity Transparency, fairness and accountability
Undermining the work of colleagues	Respectful workplace behaviour Commitment to the work of the organisation	Respect and Integrity Transparency, fairness and accountability
Racism	Respectful workplace behaviour Commitment to the work of the organisation	Inclusivity Respect and Integrity
Misrepresentation of sex worker community	Commitment to the work of the organisation	Respect and Integrity
Misinformation	Commitment to the work of the organisation	Integrity
Breaches of confidentiality	Confidentiality	Integrity
Misuse of resources	Commitment to the work of the organisation Use of resources	Integrity Transparency, fairness and accountability
Misrepresentation of Respect Inc	Commitment to the work of the organisation	Integrity

4. Organisational Structure

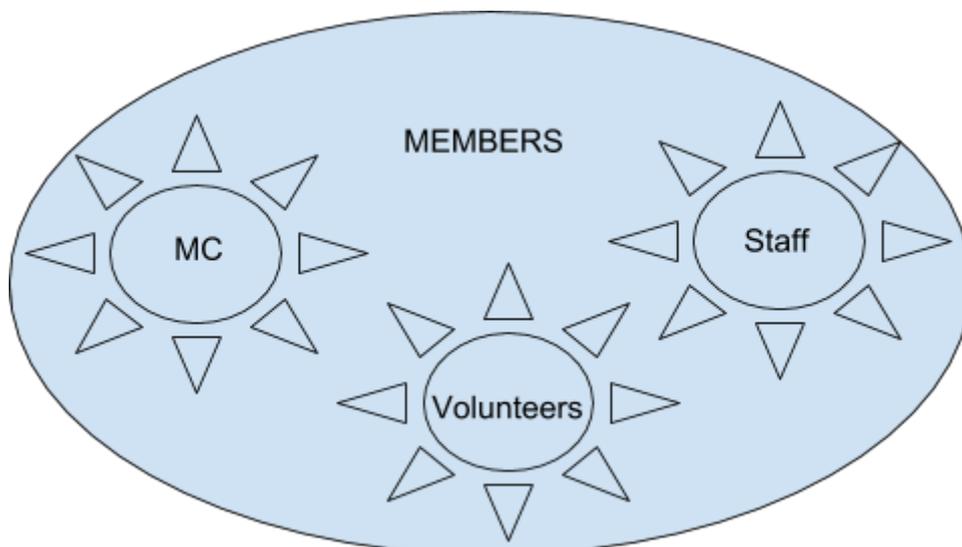
In this section:

- [4.1. Background to Respect Inc](#)
 - [4.2. Structure of Respect Inc](#)
 - [4.3. Members](#)
 - [4.4. Management Committee](#)
 - [4.5. Staff](#)
 - [4.6. Volunteers](#)
-

4.1. Background to Respect Inc

Respect Inc was formed in 2009 following the recommendation from the Sex Workers Assessment of Needs Report that Queensland Health should support the establishment of a community-based, affirmative action sex worker organisation that would be able to deliver a funded program of HIV, hepatitis C and sexual health promotion services. Respect Inc was then founded by sex workers involved in United Sex Workers North Queensland (USNQ) and Crimson Coalition, as well as with the support of Scarlet Alliance. Since that time, we have had recurrent service agreements with Queensland Health to provide peer education however these funded programs are not the entirety of the work we do at Respect Inc. Our organisation serves to amplify the needs and concerns of Queensland sex workers; funding from Queensland Health helps us to do some of this in the form of our funded programs - peer education, the youth program and the career development program - but much of our work is done by volunteers and exists outside of our funding agreement with Queensland Health. If we were ever to lose funding Respect Inc as an organisation would still exist to pursue its vision and promote our core values.

4.2. Structure of Respect Inc



4.3. Members

Members make up our organisation at Respect Inc. There are two types of membership: ordinary and associate. Ordinary members must be a current or past sex worker and can attend and vote at the Annual General Meeting (AGM) and sit on the management committee. Associate members are non-peer supporters who cannot attend meetings except by special invitation, cannot vote and cannot sit on the management committee. All Respect Inc members must agree with our objectives and exercise authority as per the [Delegations Tables](#) and refer to the Delegations Tables prior to performing any executable action. Prospective members are required to complete a membership form and must be nominated by a current member (this can be a staff member who can/has verified their sex worker status). Memberships are then accepted at a management committee meeting. A register of members will be kept in accordance with the [Constitution](#) of Respect Inc and will be updated throughout the year by the Secretary.

All staff, management committee members and volunteers are members of Respect Inc. Throughout the year, staff and management committee recruit members and other volunteers to become a part of our organisation. Then at our AGM, the membership elects the management committee who in turn delegate the power to perform day-to-day operations to staff and volunteers.

4.4. Management Committee

The management committee (MC) are members of the organisation who are elected into their voluntary roles during the Annual General Meeting each year. The MC has overall responsibility for ensuring that the organisation is properly run (on a macro level - focusing on the bigger picture and vision of the organisation rather than the day-to-day running of the offices), that it achieves its aims and that any money or property it owns is kept secure. The MC is also responsible for any contracts Respect Inc enters into (such as service agreements and employment contracts) and strategic planning.

The core reason for having a management committee is to provide an accountability mechanism. By having a committee made up of people who are contributing as volunteers, the decisions are more likely to be made in the best interests of sex workers accessing Respect Inc and the organisation rather than for personal or financial gratification. MC can only be paid under special circumstances and do not generally do paid work in the funded programs unless there is no staff member available.

One of the purposes of the committee is to ensure that many different points of view can be represented in the management of the organisation. It allows the organisation to reflect as many interests as possible.

The committee represents a range of regions, genders and ethnicities to ensure that we are representing the needs of all our community (all Queensland sex workers, not just the most vocal).

Our [Constitution](#) allows for the following positions:

- i. a person who normally resides in the Greater Brisbane area;*
- ii. a person who normally resides in the Gold Coast region;*
- iii. a person who normally resides in the Townsville region;*
- iv. a person who normally resides in the Cairns region;*
- v. a person who normally resides in a region that does not have an office within 200 kms of any of the regions mentioned from points (i) to (iv);*
- vi. a member who identifies as transgender and/or transsexual;*
- vii. a member who is Asian or from a culturally and linguistically diverse background;*
- viii. a member who is a male sex worker and provides his services to predominantly male clients; and*
- ix. and any other criteria the association members determine at a general meeting.
(Currently this is Youth)*

(2) (b) An individual member of the management committee can fill more than one of the above criteria. If no members are found to fill a specific criterion, the position/s will be left open and the management committee is to take every reasonable step to fill this position.

Once nominated for and elected into a representative position, the committee members are appointed into roles by the management committee. The roles that people are appointed to fill will depend on their skills and interests and roles may be filled and maintained from members based in any location. The roles include the Executive (Chairperson, Vice-Chairperson, Secretary and Treasurer) and five other members.

The day-to-day management of Respect Inc funded programs is the responsibility of the State Coordinator, who will report monthly to the management committee.

Documents and authorities that guide our operations to ensure due process, accountability and transparency include:

- [Constitution](#)
- [Strategic plan 2017-2022](#)
- Respect Inc's Policy and Procedures Manuals
- Audited statements
- Associations Incorporation Act (Qld) 1981
- Anti-Discrimination Act (Qld) 1991

- Australian Taxation Office (ATO)
- Australian Charities and Not-for-profits Commission (ACNC)
- Fair Work Commission and the [Fair Work Act 2009](#)
- Industrial Relations Act (Qld) 2016
- [Social, Community, Home Care and Disability Services Industry Award 2010](#)

All members of Respect Inc are encouraged to take an interest in serving on the management committee and if a position becomes vacant during the year, a member may nominate to take up the position.

The committee will also meet in person at least once a year at the Round Table forum. These meetings will be rotated throughout the state.

4.4.1 Confidentiality of the minutes

The minutes of meetings will be placed on the server and recorded in the Minutes Book held by Respect Inc's secretary. Minutes will be made available to members on request at a mutually convenient time, in accordance with the [Constitution](#), but are confidential and should not be distributed to non-members.

4.4.2 Staff representation at Management Committee meetings

State Coordinator will attend each MC meeting and all other staff are welcome to attend each meeting. However, staff who are being paid during the meeting time should give priority to service delivery (ie. answering phone or attending to drop-ins). If there is outreach or other work to be done that should take priority. No staff representative has any voting rights.

State Coordinator is encouraged to participate in discussions. Other staff members may participate in discussions when invited to do so to provide reports or information, or by requesting to attend for a specific purpose.

4.5. Staff

When funding is available, the management committee will employ paid staff to implement programs that further the aims of Respect Inc. We will be compliant with due legislation and authorities such as Fair Work Australia. All staff must be Respect Inc members and will in many cases be the 'face' of Respect Inc to the sex worker community and wider community. Staff will work in offices located in Brisbane, Cairns, Townsville and the Gold Coast and will travel to other regions to do outreach whenever possible. Staff are hired in line with the organisation's [objectives](#) and as the face to further these.

For more information on policies relating to staff see the [Human Resource Management](#) and [Funded Programs](#) sections of this manual.

4.6. Volunteers

Volunteers make a valuable contribution to the effective operation of Respect Inc and are an integral part of our organisation. It is our aim to provide an environment where volunteering benefits the volunteers, the organisation, our projects, membership and sex work communities. Respect Inc encourages members to get involved by volunteering with the organisation. All volunteers must be members of Respect Inc and are thereby bound by the organisation's [objectives](#), [Code of Ethics](#) and [Code of Conduct](#). Respect volunteers may include management committee members, peers on student placements and other volunteers assisting the management committee in their work on subcommittees, consultants, focus-testing participants, volunteers who assist paid staff in the funded programs and when paid workers go beyond their role and volunteer in other areas of the organisation. MC members are volunteers but they cannot volunteer and be supervised by a staff member once elected onto the management committee due to a conflict of interest and the power imbalance between them and staff.

All volunteers should be allocated a supervisor (either a more experienced volunteer or a member of staff or the MC) who guides them through an induction, supports and directs and checks on their work. Volunteers can do work in any of the funded programs of the organisation and there is no restriction of the type of work that they can do when we have the resources to support the volunteering role, as long as it does not replace the hours of paid staff or contravene our [Code of Ethics](#) and follows the correct approval process. Volunteers who have the appropriate skills and experience can be recruited to do paid relief for existing staff when we have the financial resources available for this, however, volunteers will not be used to replace paid workers in any service offered by the organisation. Volunteers who are also members of the management committee cannot take up paid positions in the funded programs alongside staff. All volunteer applications must be processed in accordance with the delegations table and will be dependent on the role that they are applying to do. See the [Volunteer Procedures](#) for more info.

5. Organisational Policies

In this section:

- [5.1. Affirmative Action Policy](#)
 - [5.2. Policy on Employee Checks](#)
 - [5.3. Names Policy](#)
 - [5.4. Confidentiality and Privacy](#)
 - [5.5. Discrimination, Harassment and Bullying Policy](#)
 - [5.6. Feedback Policy](#)
 - [5.7. Representing Respect](#)
 - [5.8. Media Policy](#)
 - [5.9. Policy on Producing Respect Resources](#)
 - [5.10. Working from Home Policy](#)
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 - [5.12. Travel Allowances](#)
 - [5.13. Motor Vehicle Policy](#)
 - [5.14. Administration and Financial Systems Policy](#)
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5.1. Affirmative Action Policy

As a peer-based organisation, we interpret 'affirmative action' to be measures aimed at ensuring that we best access and serve our target group of sex workers. Research consistently demonstrates that sex workers have special needs with respect to service provision and that such services are best provided by peers. For this reason, sex work experience is an essential prerequisite for employment by Respect Inc.

5.2. Policy on Employee Checks

5.2.1 Police Record

Members are not required to undergo police checks. This would be counterproductive to our affirmative action membership policy which includes sex workers who may now, or may have in the past, been investigated and/or charged for sex work offences. Respect Inc members who feel strongly that a candidate for a staff or management position is not suitable for the role, on the basis of their police record, should give formal feedback about the issue (see [Feedback Policy](#)).

5.2.2 Visa Status

It is not the policy of Respect Inc to conduct checks on visa status for prospective employees, management committee members or volunteers. Employer obligations as set out in 2010 by the Federal Department of Immigration have been perused. Current guidelines for employers

are that checks for visa status are not required unless there is a reason to suspect that the prospective employee does not have work status.

5.2.3 Blue Cards

The activities of Respect Inc are generally outside the categories requiring Blue Cards and it is not the policy of Respect Inc to require current employees to hold Blue Cards. However, Respect inc will cover the cost of obtaining a blue card if a current employee is required by an external agency to hold a blue card in order to work with them.

5.2.4 Sponsorship

Respect Inc welcomes employment applications from people worldwide. However, as a small not for profit organisation we are not able to sponsor foreign nationals.

5.3. Names Policy

The following policy relates to names members use while representing Respect Inc, either internally or externally. All members of Respect Inc must understand that they indirectly disclose their sex work status when representing Respect Inc. Because of our publicly announced affirmative action policy, all staff will be both directly and indirectly “outed” as sex workers (past or present) in the course of their work. Respect Inc must find a balance between inspiring sex workers by being proudly peer-based and protecting our members from the negative consequences of stigma and discrimination. All members of Respect Inc may choose the name under which they will be known, which may be different from their legal name.

- We ask that employees provide their legal names on their employment contracts and staff record forms (including their work name and instructions on what name to use if emergency contacts need to be contacted). Flights will need to be booked in the name on the staff member’s identification and the staff record forms are used as a reference point for these
- Members choosing to use an alternate name should only expect to be referred to by one name by the other staff, management and volunteers so as to avoid disclosure of the incorrect name at certain times
- It will not be possible for employees to officially use one name for some duties and another name for other duties (e.g. the same name should be used for outreach as is used for community education or services networking) although if a Respect Inc employee who is using their legal name feels there would be a benefit in disclosing their sex worker name to other sex workers they are free to do so

5.4. Confidentiality and Privacy

Respect Inc will respect and maintain at all times, the confidentiality and privacy of personal records and information in its safekeeping. The purpose of this policy is to ensure that

information and records pertaining to sex workers, volunteers, students/interns, staff and management committee members, financial and business matters are kept confidential and private and not used in a way that is contrary to our [Constitution](#), [objectives](#) or policies, particularly our [Code of Ethics](#).

All staff, management committee members, volunteers, and other persons who have contractual dealings with Respect Inc are required to sign a **Confidentiality Agreement** that outlines what is required of them.

The aim of this policy is to describe how information will be kept confidential and private by:

- Advising all staff, volunteers, management committee members and others of their responsibility to exercise a professional duty of care regarding all their dealings with sex workers, the broader community and the business of Respect Inc
- Respecting and keeping confidential all information relating to sex workers during and after their involvement with Respect Inc
- Not giving to any unauthorised person, whether directly or indirectly, any information regarding a sex worker nor any sensitive information about Respect Inc. Authorised meaning only people given authorisation by the sex worker themselves.
- Not discussing publicly individual options raised during business discussions or individual voting preferences during meetings
- Making the Respect Inc policy and procedures on confidentiality and privacy available and accessible to all who use our services
- Always conducting interviews with sex workers in spaces that provide privacy
- Clearly stating who has access to what information within the organisation
- Only collecting information from sex workers that is relevant, up-to-date and not unnecessarily intrusive
- Keeping records secure
- Documenting protocols on the use of information within Respect Inc and on the exchange of information with other agencies
- Ensuring information is not used for any purpose other than the purpose for which it was collected, or disclosed to anyone else without permission from the party/s concerned.

5.4.1 Collection of Information

Respect Inc has a policy to collect as little information as possible about sex workers who access Respect Inc and to protect private information as much as possible.

The standard policy is not to keep case management files. Case files should only be produced when absolutely necessary, for example where sex workers are requesting assistance and advocacy in complex cases when the Peer Educator must refer on more than one occasion to documents (such as charge sheets, visa information, solicitors letters etc) in order to effectively assist the sex worker accessing Respect. Whenever possible information recorded to assist them with advocacy should not include identifying information such as the sex worker's real name. Case files should be destroyed as soon as the case is deemed to be resolved.

Exception to policy: The Career Development Program implemented in January 2014 is the only program where case management files will be kept (see Career Development Program guidelines).

Contact details can be retained for various reasons including Ugly Mug subscriptions, social events, skill-sharing workshops, etc. If a database is kept for phone-out/SMS outreach records, they should only include the name advertised, phone number, last contacted and if they were hostile so as to avoid harassing someone who does not want to be contacted again.

A database can also be created for recording incidents of violence, harassment or abuse from a sex worker accessing Respect Inc or any other person perpetrated against an organisation representative while performing their work duties with Respect Inc.

5.4.2 Recording and Storage of Information

Computerised information will be password protected and access to information will be granted for approved users only. Important documents will be kept secure and accessible only to authorised persons. Such documents may include:

- Guideline and funding agreements
- Constitutional documents
- Essential financial documents
- Data and statistical documents
- Minutes of meetings
- Policies and procedures
- Records/files that contain sex workers' details

All hard files are to be kept in a lockable cabinet or other secure device. Records are to be maintained in such a manner as to produce meaningful statistics both for Respect Inc and funding body requirements.

5.4.3 Exchange of Information

A suitable private place should be used for interviews where information is discussed and when necessary collected from sex workers. Information collected from sex workers will be limited to information relevant and necessary to assist sex workers or non-identifying details that are required for legitimate statistical purposes.

Exchange of information in the first two years of Respect Inc's operations was minimal. The organisation did not seek to participate in exchanges of information during this period. Not much has changed except for the collection of contact data which commenced around 2011 with some data reported to Queensland Health from 2015. No identifying data is reported to any agency except under the following:

Information can be provided to another agency without the consent of the party involved only in circumstances where information is required under legislation by a statutory body, or under conditions of an imminent threat or danger, or where there is danger to life or property. See [Procedure for handling requests for the release of information](#).

Where in the view of the State Coordinator and/or management committee, sex worker information should be provided to another person (e.g. a support agency), this will only be done with the consent of the sex worker. Consent can be given via completion of [Consent to share confidential information form](#), or in cases where the sex worker will have difficulty completing and returning the form, via Email or SMS. Peer Educators will make sure that all relevant information is obtained when email and SMS are used.

If a sex worker is unable to consent to the release or sharing of information because of medical incapacity or an abusive situation, the State Coordinator will need to carefully consider the consequences of the disclosure and the amount of information that can be released. To limit the possibility of this situation occurring, a sex worker will be requested to supply the name and contact details of a person authorised to disclose information on their behalf.

Sex workers will be advised of the conditions of the release of confidential information.

5.4.4 Destroying Information and Files

Inactive records can be archived after 6 months. Records that are inactive for more than seven years are obsolete and should be destroyed by shredding.

5.5. Discrimination, Bullying and Sexual Harassment Policy

5.5.1 Our Commitment

Respect Inc is committed to providing a safe and healthy workplace which is free from discrimination, bullying and sexual harassment and where all staff, management and

volunteers are treated with dignity, courtesy and respect. Staff, management and volunteers are protected by this policy whether they feel bullied, sexually harassed or discriminated against by another staff member, MC member, a volunteer, someone accessing our service or a member of the public. Respect Inc will treat reports of workplace bullying seriously. We will respond promptly, impartially and confidentially. This policy will be made available to all staff, management and volunteers including contractors. Everyone will be given a copy of this policy at their induction. Management and the State Coordinator will remind staff and volunteers of the policy from time to time.

On a separate note, Respect Inc will support members and other sex workers who feel that they have faced discrimination on the basis of their status as sex workers or for being associated with sex workers. It is an offence under the Queensland Anti-Discrimination Act (1991) to discriminate against a person on the basis of 'Lawful sexual activity'. The Queensland Anti-Discrimination Commission agrees that this covers lawful sex work and as such is a ground for unlawful discrimination under the Anti-Discrimination 1991 (Qld).

5.5.2 Internal Workplace Policy

Expected workplace behaviours

Under work health and safety laws, workers and other people at our workplace must take reasonable care that they do not adversely affect the health and safety of others.

Respect Inc expects people to:

- behave in a responsible and professional manner
- treat others in the workplace with courtesy and respect
- listen and respond appropriately to the views and concerns of others, and
- be fair and honest in their dealings with others.

This policy applies to behaviours that occur:

- in connection with work, even if it occurs outside normal working hours
- during work activities, for example when dealing with people who access our organisation
- at work-related events, for example at conferences and work-related social functions, and
- on social media where workers interact with colleagues or people accessing the organisation and their actions may affect them either directly or indirectly.

Discrimination and equal opportunity

Respect Inc is an equal opportunity employer. At all stages of the employment relationship staff, management and volunteers will be treated on their merits and valued according to how well they perform their duties.

Respect Inc believes that all staff, management and volunteers should be able to work in an environment free from discrimination, victimisation, sexual harassment, vilification and the seeking of unnecessary information on which discrimination might be based. We consider these behaviours unacceptable and they will not be tolerated.

Responsibility of staff

All staff, management and volunteers contribute to the creation of a discrimination free and inclusive workplace and a healthy workplace culture. The Management Committee and State Coordinator have a particular obligation to model appropriate behaviour; promote this policy; treat all complaints seriously and attend to them promptly; monitor the work environment and seek expert help for complex or serious matters. All staff, management and volunteers have the responsibility to comply with this policy; report incidents to the Management Committee or State Coordinator and not to participate in discriminatory or harassing behaviour.

Consequences of breach of the policy

Staff, management or volunteers who make a complaint under this policy will not suffer any victimisation by Respect Inc for making the complaint. This also applies to anyone who agrees to be a witness in a complaint or have a complaint made against them. Disciplinary action will be taken by Respect Inc against anyone found to have breached this policy. Action will be appropriate to the breach and may include: an official warning and note on the person's personnel file, a formal apology, counselling, mediation, or dismissal for very serious matters.

5.5.3 Discrimination

Anti-discrimination legislation

Under the Queensland Anti-Discrimination Act 1991 (the Act) discrimination, victimisation, sexual harassment, vilification and seeking unnecessary information on which discrimination might be based are illegal.

Discrimination on the following grounds is against the law:

- race, (including colour, descent or ancestry, nationality, national or ethnic origin);
- age (whether young or older);
- ability (including biological, functional, learning, physical, sensory, mobility, cognitive, psychological, psychiatric impairment or the presence of an organism capable of causing disease);
- religious belief or activity;
- sex or gender identity;
- relationship status (including being married, single, divorced, separated, de facto or in a same sex relationship);
- sexuality;
- pregnancy, breastfeeding, parental status (including being or not being a parent, guardian, foster parent, adoptive parent, or step-parent);
- family responsibilities (including the responsibility to care for and support a dependant child or immediate family member);
- lawful sexual activity as a sex worker (*Yay! We're in there!*)
- trade union activity;
- political belief or activity;
- association with someone else who is identified because of one of the above attributes.

Other behaviour that is against the law includes:

- seeking unnecessary information on which discrimination might be based;
- victimisation because a person has made a complaint, agreed to be a witness or has had a complaint made against them;

- sexual harassment is prohibited under both state legislation and the federal Sex Discrimination Act 1984;
- vilification on the basis of a person's race, religion, gender identity or sexuality.

Federal anti-discrimination legislation also prohibits discrimination on the basis of criminal record, medical record or social origin.

What is discrimination?

Direct discrimination occurs when a person (or a group of people) is singled out for worse treatment, compared to others in similar circumstances, because of one or more of the attributes listed above. Direct discrimination may involve:

- making offensive 'jokes' about another worker's racial or ethnic background, sex, sexuality, age or ability;
- expressing negative stereotypes about particular groups or using stereotypes as a basis for decisions about work e.g. 'Women with young children shouldn't work.' or 'Older workers can't learn new skills.'
- using selection processes based on irrelevant attributes such as age, race or impairment rather than on skills really needed for the job.

Indirect discrimination occurs when one rule applies to all, but in fact disadvantages a person (or group of people) because they are unable, or less able to comply with the rule because they have an attribute listed above. The fact that the disadvantage was not intended is not an excuse. For example:

- requiring everyone to be available for all shifts might be unfair to a person with responsibilities to care for children or an elderly parent.
- only hiring people who have never had a back injury or a workers compensation claim might rule out an employee whose health has returned and can do the job well.
- not considering the provision of some reasonable adjustments would disadvantage a person with a disability who may be able to perform the essential parts of the job in a different way.

5.5.4 Sexual Harassment

What is sexual harassment?

Sexual harassment is any form of unwelcome sexual attention that might offend, humiliate or intimidate the other person and may be experienced by any gender. It includes uninvited touching or physical contact; leering at a person or at parts of their body; talking about your sex life or asking about another person's sex life; sexual jokes or propositions; sexually offensive communications (phone, email, SMS or other social media.)

Sexual harassment is against the law wherever and whenever it occurs. Respect Inc will not tolerate sexual harassment in the workplace or in any work-related context such as conferences, work functions and business trips. Sexual harassment has nothing to do with mutual attraction. Such friendships are a private matter.

Sexual harassment does not have to be repeated or continuous to be against the law. Some actions or remarks are so offensive that they constitute sexual harassment in themselves, even if they are not repeated. Other single incidents, such as an unwanted invitation or compliment, may not be sexual harassment. Some forms of sexual harassment, such as assault, physical molestation, stalking, sexual assault and indecent exposure, are also criminal offences.

The person being harassed does not need to say that the behaviour is unwelcome. Many people find it difficult to speak up. All employees are responsible for their own behaviour. If you think the behaviour may offend, then don't do it.

5.5.5 Bullying

What is workplace bullying?

Workplace bullying is repeated and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety. Repeated behaviour refers to the persistent nature of the behaviour and can refer to a range of behaviours over time. Unreasonable behaviour means behaviour that a reasonable person, having considered the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening. Single incidents of unreasonable behaviour can also present a risk to health and safety and will not be tolerated.

What is not workplace bullying?

Reasonable management action taken by managers or supervisors to direct and control the way work is carried out is not workplace bullying if the action is carried out in a lawful and reasonable way, taking the particular circumstances into account.

Vicarious liability

Under the Act the person who discriminates against, victimises, sexually harasses, vilifies or asks for unnecessary information can be liable for the illegal behaviour as well as their employer, Respect Inc, unless Respect Inc can show we have taken reasonable steps to prevent it.

Respect Inc provides all staff, management and volunteers with information about discrimination and sexual harassment at induction, and conducts awareness training when possible.

Management must ensure that all staff, management and volunteers are treated fairly and are not subject to any of the behaviours mentioned in this policy. They must also ensure that people who make complaints, or who are witnesses, are not victimised in any way.

Policy review

All policies will be reviewed every two to three years, and distributed to staff, management and volunteers. Should the need arise, the policies will be translated into appropriate languages. Respect Inc is committed to providing an environment which is safe for all staff. You will not be disadvantaged in your employment conditions or opportunities as a result of lodging a complaint.

Bullying Procedures are available [HERE](#).

For More Information

See the Anti-Discrimination Commission Fact Sheet on Bullying available [HERE](#).

The Safe Work Australia Worker's Guide to Bullying available [HERE](#).

The Safe Work Australia Guide to Preventing and Responding to Bullying available [HERE](#).

Fair Work Ombudsman, Employee Entitlements, Bullying and Harassment available [HERE](#).

5.6. Feedback Policy

5.6.1 Policy Statement

This Feedback Policy covers positive and negative feedback, including complaints and grievances that are both internal and external. This Feedback Policy was constructed following consultation at the Respect Round Table on the Gold Coast in March 2015.

While informal means of conflict resolution are preferred, we recognise that these are not always successful or appropriate. Members have the right to have feedback (both positive and negative) heard and dealt with via a systematic process, and to have complaints addressed promptly and fairly whilst their privacy is respected.

5.6.2 Purpose

The objectives of this policy are:

- To ensure that all team members are aware that the policy for giving positive or negative feedback is the same for all members of Respect Inc, including staff
- To provide a formal process for the resolution of conflict where informal means are not successful or appropriate

We are committed to having an open and accountable process for dealing with negative feedback that requires:

- Commitment from all parties to resolving conflict
- Respect for confidentiality within the organisation relating to any negative feedback
- Drawing on the expertise of a pool of people skilled in mediation and conflict resolution, external to the organisation, to ensure equity for all parties and to avoid any potential or perceived conflict of interest that may corrupt proceedings
- Agreement by all parties as to who will be the people dealing with the feedback and any investigation that may be required

- Resolution of any grievance in as timely a manner as is possible
- That while the grievance procedure is being undertaken, work will continue normally in accordance with the custom or practice existing before the grievance arose
- That from the time of formal notification of the negative feedback to the State Coordinator, the conditions of work will not alter to the detriment of any party to the feedback, until the process is complete.

The feedback form can be accessed [HERE](#)

Feedback Procedures are available [HERE](#).

5.7. Representing Respect

Whether it be on a panel, in an interview, at an allied health meeting or as part of some workforce training and development, staff, volunteers and management committee members should be mindful that they are representing Respect and therefore ensure that they follow our aims, [objectives](#), [Code of Ethics](#) and [Code of Conduct](#).

5.8. Media Policy

All staff, volunteers and management committee members must follow the [Social Media Guidelines](#) when representing Respect Inc via media (interviews, Twitter, Facebook etc.)

5.9. Policy on Producing New Resources

Any new resources must be approved by the management committee unless all of the information in them is already public somewhere else. For example, if the information or image on a poster is also already present on our website then approval does not need to be sought. All resources must be in line with our [objectives](#), [Code of Ethics](#) and [Code of Conduct](#). It is also important that diverse images and inclusive language are used to reflect the diversity of our community. Try to stay away from only using images of young, white, cis-female, workers. Consultation with sex workers should be done for all new resources or major updates to resources. Translated resources need to be checked by more than one sex worker who speaks and reads the language. For the procedure on how to get approval on resources see the [Resources Approval Guide](#).

5.10. Working from Home Policy

Occasionally it may be appropriate for staff or management to complete Respect Inc work from home. If so, the team member will need to negotiate a **Work from Home Agreement** with their State Coordinator or the management committee. This agreement covers workspace liability issues and requires the home space to meet certain standards to make it an appropriate work environment. It is very important that confidential information is kept

secure when taken off-site. Team members are asked to be mindful of this and ensure that sensitive documents are not left open on laptops or lying around.

5.11. Intellectual Property Policy

Work and resources produced by volunteers, management committee, students/interns or any other unpaid people will remain the intellectual property of Respect Inc unless specified beforehand. Work and resources produced by paid staff will remain the intellectual property of Respect Inc unless otherwise agreed in writing. [Intellectual Property agreement](#).

We acknowledge that some funding agreements and project collaborations will create shared ownership of intellectual property with those funders/collaborators but as much as possible we will try to retain full rights over any intellectual property we produce.

5.12. Travel Allowances

Respect Inc provides reasonable and flexible travel allowances above or equal to the [Award](#) and will maintain clear expectations about what is considered “reasonable” remuneration for members who are required to travel for organisational business.

To avoid difficulties, Respect Inc has established the following basis in order to determine what is reasonable.

5.12.1 Policy Statement

Staff should consider that regular travel for the purpose of training, networking and outreach is good for the organisation and the sex workers we seek to do outreach to, but it can be an expensive exercise. In order to balance the work we want to do with the costs of doing it, all reasonable attempts should be made to source the most inexpensive travel and accommodation.

5.12.2 Accommodation Policy

Subject to the approval of the State Coordinator (or in the case of State Coordinator, a supervising member of the management committee or the Treasurer) all team members travelling on official duty shall have their accommodation and travel tickets booked and paid for by Respect Inc.

- The policy for overnight accommodation is to find the most inexpensive accommodation in the region down to a rating of 3 stars.
- Members should have sole occupancy of their room but it is also acceptable to share an apartment.

Alternatively, staff may claim an allowance and book their own travel and accommodation, as per the policies set out below:

- An Accommodation Allowance at the rate of \$100 per night will be paid directly to the team member when their application has been approved by the State Coordinator and/or Treasurer.
- Team members may choose to do this if they have family or friends to stay with, if they are needing accommodation for themselves and others such as friends or family members travelling with them, or if they are working as a sex worker from the accommodation.

We ask that all team members act fairly when seeking the costs that are reasonable considering their individual circumstances.

5.12.3 Travel Policy

The policy for air travel is to attempt to book flights as early as possible to get the best price (preferably 5-6 weeks prior) and book the most inexpensive airfare which will allow for arrival and departure at reasonable times (e.g. in the morning, arriving no earlier than 7am; in the evening, departing no later than 8pm).

Following this policy employees may book their own flights and request reimbursement using the [Travel Expense Claim Form](#). If an employee wishes to travel with a particular airline Respect Inc will pay an allowance equal to the most inexpensive flight available online at the time.

Team members using their private vehicles may claim a mileage allowance at a rate of 78 cents per kilometre, as per the SCHCDS Award Clause 20.5 Travelling, transport and fares. See [Motor Vehicle Policy](#) for full details.

In general all reasonable attempts should be made to source inexpensive travel alternatives that will not be too onerous (e.g. sharing taxis; catching the train to Brisbane airport instead of taking a taxi; being picked up by staff member in the region using a Respect Inc vehicle where possible).

5.12.4 Meals and Incidentals Allowance

Meals and incidental allowances were updated during our restructure in 2012. We now provide a total of \$60 per day, which works out to \$15 each for breakfast, lunch and dinner, plus incidentals.

These allowances will be paid when team members are required to travel during the following times; Breakfast 6:30am-11:30am, Lunch 11:30am-2:00pm, Dinner 6:30pm-8:30pm. Meal allowance to be paid for any travel/away which covers any period of that meal time. E.g. you cannot claim lunch for the day if you are home by 11:30am. You can claim breakfast if you are required to travel before 11:30am. Incidentals on any calendar day that included an overnight stay or meal time.

5.12.5 Wages While Travelling To/From a Remote Work Location

If Respect Inc asks a team member to travel, we will pay a cap of 10 hours per day for the days that they travel and the hours that they work.

If a staff member requests to travel, we will only pay for the hours that they work however they can negotiate for travel hours.

The guideline for deciding whether team members should be allowed to stay in region an extra night (i.e. Respect to pay for accommodation) when travelling: MC decided that if the team member will be working/travelling for a total of more than 10 hours on the first day Respect will pay for accommodation for the night before. When coming back Respect will pay for an extra night if the team member has worked/travelled more than 12 hours on the last day.

FAQ: Is the 10 hour cap for work time and for travel time separately?

A: No. It's a total of the two added together. However, if your actual work time is more than 10 hours excluding travel time, then you are paid for your actual work time up to a cap of 8 or 10 hours as per the [Award](#) and flex policy. You are also paid for travel in your standard hours which may also result in exceeding the 10 hour cap if you are committed to working outside your standard hours for that day.

5.12.6 Travelling To/From Airport For Work

Policy is for Respect Inc to pay for staff to travel from the office to the airport; if cost to travel to the airport from the office is the same as the cost to travel from the team member's home to the airport then Respect Inc will pay it regardless of whether the team member travels from the office or directly from home. The State Coordinator is to use discretion around this issue taking into consideration time of travel, amount of luggage etc.

Staff may use ride-share apps such as Uber or Go Catch. In this case, staff are to put the app on their phone and charge the fare to their Respect Inc debit card.

FAQ: Can individuals travel to & from the airport at different times and catch individual taxis?

A: Usually no, but it depends on the circumstances, such as, having to travel at a time outside of your control, the number of people traveling together and the cost of the taxi. Using cheaper options such as public transport or Uber gives more scope for individual travel at different times.

5.13. Motor Vehicle Policy

Where an employee is required to use their own vehicle on the employer's business (because Respect Inc vehicle is unavailable), the employee:

- Is to receive a mileage allowance in accordance with Clause 20.5 of the Social, Community, Home Care and Disability Services Industry Award 2010.

- Will be reimbursed for any excess registration or insurance premium costs that may be incurred because of that use

In the case of an employee being involved in an accident in their own car while on official business, the State Coordinator/management committee has the authority to approve payment to the employee for the insurance excess they may be required to pay upon having repairs undertaken. Similarly, refund of the loss of the no-claim bonus may be paid at the discretion of the management committee. In addition, reimbursement to the employee of travel costs to and from work during the period in which the employee is without their vehicle can be authorised by the State Coordinator/management committee. Payment of up to \$500 can be considered. An application for reimbursement is to be accessed primarily in light of the capacity to pay, but is not to be unduly rejected. **Claim Form Available [HERE](#).**

5.14. Administration and Financial Systems Policy

To Be Completed

6. Planning, Evaluation & Organisational Development

In this section:

[6.1. Strategic Plan Review](#)

[6.2. Reviewing Policies and Procedures](#)

[6.3. Feedback from Other Organisations and Sex Workers Accessing Respect Inc](#)

[6.4. Risk Management Tables](#)

In order to inform our planning process, Respect Inc will regularly review and evaluate its services and programs, and the effectiveness of its organisational structure and processes. This is also done so that we can measure our progress with regards to our strategic and operational plans, and so that we meet any requirements of funding organisations (both current funders and those that we would like to attract funding from).

6.1. Strategic Plan Review

Respect Inc will develop a strategic plan and review it at least every five years in line with our Planning, evaluation and organisational development policy. It will include:

- Vision and Mission Statement
- Goals
- Strategies for meeting goals
- Outcomes to measure success of these strategies

The Strategic plan review is to be conducted with inclusive decision-making that involves consultation with our membership.

From time to time external consultants may be appointed to conduct specific evaluations and reviews for Respect Inc. The purpose, terms of reference and details of the terms of appointment of any consultants shall be at the discretion of the management committee and consistent with our aims, [objectives](#) and policies, in particular our [Human Resource Management Policies](#) and [Volunteer Policies](#). Documents and materials produced for, in conjunction with, or as a result of research undertaken with, Respect Inc or our membership (including peer education and/or leadership outcomes or resources of our organisation) will remain the intellectual property of Respect Inc unless otherwise specified in the contract. The recommendations of any external consultants will be considered by the management committee in consultation with staff (and their union should they seek its involvement) and adopted as applicable.

6.2. Reviewing Policies and Procedures

Respect Inc recognises that policies and procedures are living documents and will be evaluated regularly and as part of the evaluation phase of our planning cycle. Any evaluation of the organisation's activities that may lead to a change in policies, operations, procedures or purpose shall be in accordance with relevant legislation, funding guidelines, our aims and [objectives](#), consultation with our staff, sex worker community standards and our [Constitution](#).

Evaluations of our policies, procedures, operations or scope of activities may be conducted in a number of ways, as determined by the management committee. These may include:

- Formal/informal evaluations (such as reviews of strategic plans as set down in our planning cycle or those required by funding bodies)
- Annual auditing of accounts
- Inquiries or audits (such as those that may be required by our funding bodies, the Australian Tax Office, organisational auditor, Workplace Health and Safety Act)
- As part of other existing procedures such as annual staff performance assessments, exit interviews, administrative reviews, etc.
- Quantitative/qualitative studies or research, literature reviews, etc. (such as those likely to be undertaken by student/interns on formal placements)

6.3. Feedback from Other Organisations and Sex Workers Accessing Respect Inc

Respect Inc continually seeks feedback from people accessing Respect Inc, other relevant organisations and the sex worker community about the effectiveness of our work. Feedback is a tool used to assess the quality and effectiveness of our activities and is used extensively in reviewing our progress against stated goals as well as helping us to re-evaluate those goals and work towards future planning cycles. [LINK TO FEEDBACK FORM](#).

6.4. Risk Management Tables

The Risk Management Tables demonstrate identified risks and prevention and response strategies. Respect Inc periodically assesses risk involved in operating the organisation. Procedures are outlined in the tables which are located [HERE](#).

7. Delegations Tables

In this section:

[7.1. Decision-Making Parameters](#)

[7.2. Emergency Decision-Making](#)

[7.3. Sub-Committees](#)

[7.4. Delegation of Authority](#)

The Delegations Tables set out who has the authority to do what at Respect Inc. Our management committee has overall authority for the organisation and delegates power to perform day-to-day operational activities to the staff and volunteers. All Respect Inc members must abide by the authority as per the delegations tables and if unsure will refer to the delegations tables prior to performing any executable action. The tables themselves are in the Respect Inc Procedures document and can be found [HERE](#).

7.1. Decision-Making Parameters

Respect Inc decision-making policy encompasses the following:

- Significant strategic decisions and policy direction decisions are made by the Management Committee (all funding submission applications are to be approved by the Management Committee).
- The State Coordinator are responsible for day-to-day decision-making within clear delegations set by the Management Committee.
- The State Coordinator are responsible for day-to-day decision-making in relation to the staff.
- The Management Committee is responsible for staff appointments, the management of grievances and termination of employment.

Between monthly meetings of the Management Committee, where necessary, the Executive may be convened to deal with urgent issues. The outcome of any such meeting needs to be documented and the decisions made tabled at the next Management Committee meeting for ratification.

In accordance with our [Constitution](#), flying minutes are appropriate for decisions that need to be made between meetings. These need to include an outline of the issue, options, desired outcome and timeframe for responses to be received. Once a majority of the Management Committee has voted—either negatively or positively—the action may be taken. This decision will then need to be ratified at the next Management Committee meeting and reflected in the minutes book.

7.2. Emergency Decision-Making

From time to time there will be situations where there is a need for decision-making in emergency circumstances. While generally the Executive needs to be consulted in relation to

emergency decision-making, the State Coordinator has responsibility for dealing with emergency circumstances such as fire, a particularly severe grievance or other situation that would have a significant negative impact upon Respect Inc.

The State Coordinator will check with one or more of the Executive members when making significant decisions on behalf of Respect Inc in an emergency situation.

7.3. Sub-Committees

Respect Inc Management Committee may appoint sub-committees to deal with any issues related to the organisation such as:

- employment/staff appraisal
- planning
- grievance resolution.

A minute-taker should be nominated at each sub-committee meeting and minutes and reports presented to Management Committee meetings.

Non-members of Respect Inc may be co-opted onto a sub-committee.

Any recommendations/decisions arising from sub-committees will be presented to a Management Committee meeting for ratification before being implemented.

Casual vacancies in the membership of sub-committees will be filled by the Respect Inc Management Committee.

7.4. Delegation of Authority

Respect Inc Management Committee may delegate any of its powers and/or responsibilities to a sub-committee or staff member in accordance with the organisation's [Constitution](#) and Policies and Procedures.

State Coordinator has the delegated authority to undertake all ordinary tasks in the delivery of programs auspiced by Respect Inc within funding guidelines, job descriptions and our Policies and Procedures, including liaising with community organisations and government departments on matters pertaining to the delivery of services.

State Coordinator is authorised to:

- supervise the activities of staff, volunteers and students/interns
- employ casual and relief staff as directed by, and with the prior approval of, the Management Committee
- purchase budgeted operating and capital items and consumables up to the value of \$1000 per item, as directed by the Treasurer in accordance with the [Delegations of authority – Financial management](#)
- authorise staff, volunteers, students/interns to undertake ordinary tasks and/or expenditure as necessary

- represent Respect Inc when appropriate and/or as directed by the Management Committee
- be involved in other activities as directed by the Management Committee.

8. Office Policies

In this section:

[8.1. Office Environment](#)

[8.2. Environmental Policy](#)

[8.3. Stolen, Lost or Missing Property, Equipment and Materials](#)

8.1. Office Environment

Respect Inc will ensure that our physical office environments make our offices physically and socially safe, accessible, comfortable and welcoming place for everyone, especially sex workers accessing Respect Inc.

Our office environment will be as safe, secure and accessible as possible and will comply with relevant legislation and regulations (such as health and safety provisions) and our [Access and Equity Policy](#). Equipment will be appropriate for its intended use and maintained regularly and as required. This policy should be read in conjunction with our [Workplace Health and Safety Policy](#), [Confidentiality and Privacy Policy](#) and [Discrimination, Harassment and Bullying Policy](#).

8.1.1 Locations and Accessibility

Respect Inc will ensure each office is centrally located and linked to road and public transport routes with adequate, recognisable signage that will not out attendees as sex workers. Respect will also make reasonable efforts to make offices accessible for people with mobility issues or other disability. Unfortunately not all of our offices are wheelchair-accessible but in the case where someone is having difficulty getting to an office our staff will make reasonable effort to do outreach.

We make an effort to make all of our offices sex worker-friendly environments with displays of sex worker rights positive and rights focused messaging in various languages. On top of this, every office is to have the following posters **AVAILABLE HERE** clearly visible:

- An Acknowledgement of Country
- A list of the activities that Respect Inc conducts
- The rights and responsibilities of sex workers accessing our service (Safer Spaces poster)
- Privacy and confidentiality information
- Posters with greetings in different languages and information about interpreter services

- A gender inclusivity poster/fact sheet
- Diverse imagery of sex workers from different backgrounds, sectors etc.
- Non-peer on site poster

8.1.2 Safety and Security

Fire extinguishers are installed and regularly maintained. Staff will undertake periodic training on fire evacuation procedures.

The office premises are fully secured, and locked outside standard operating hours.

Respect Inc will comply with the Workplace Health and Safety Act and a safety audit will be conducted annually to identify potential hazards and areas of improvement.

The indoor areas in our offices are non-smoking environments however smoking areas will be provided if possible and these will be clearly delineated areas.

To protect the security of information, all electronic files will be protected by password (allocated on a need-to-know basis) and passwords will be recorded and kept in a secure place.

8.1.3 Office Spaces

Respect Inc will ensure the adequate provision of:

- Adequate work space and work areas for each staff member
- Space for office equipment and files
- Access to private interview rooms and meeting rooms
- Outdoor area for smokers
- Kitchen facilities
- Toilet facilities

All members using the office must leave it clean and tidy and ensure lights, air-conditioners and equipment are switched off, and that the office is secure before closing for the day.

8.1.4 Waiting Areas

Where possible, waiting areas are to be provided with safe toys, and magazines. Information brochures and posters will be prominently displayed.

Staff are responsible for the presentation of the office including any waiting areas and for re-stocking and supplying information brochures.

8.1.5 Furniture and Equipment

All essential equipment and furniture required will be provided within funding constraints and must be suitable for the environment in which it is placed and the use for which it is intended.

Staff will ensure that equipment is only used for its intended purpose and that any maintenance issues are reported promptly to State Coordinator.

No equipment may be removed from the premises without the permission of the State Coordinator or a designated member of the management committee.

Equipment purchase and maintenance is the responsibility of the State Coordinator in accordance with these policies and procedures (see our Financial management practices).

8.2. Environmental Policy

Respect Inc is committed to minimising the environmental impact caused by our operations. Where possible, we will implement environmentally-sound work practices in an effort to reduce our energy use and waste production, so as to develop into a more sustainable organisation.

We will employ the following measures to do this:

- Rent premises that are sufficient for our needs to avoid unnecessary heat/cooling and lighting for spaces that are larger than required
- Only turn on the lights we need
- Use recycled paper in the printers, recycle printer toner cartridges and buy recycled cartridges where possible
- Encourage double-sided printing
- Use the shredder for all paper waste so that we can recycle paper
- When disposal of recycling is available, have separate bins in the office for recycling plastic, cans and glass
- Use environmentally-friendly cleaning products
- Put up notices asking people to turn off computers, equipment, lighting and air conditioning upon leaving at the end of the day
- Put up notices in our tearooms/meeting spaces advising on the location of our recycling bins if available
- Try to continuously reduce our use of energy and water by advising staff/management committee of our power usage and targets

- Buy cleaning products in bulk and choose refillable products over single-use products
- Anything else? Suggestions welcome!

8.3. Stolen, Lost or Missing Property, Equipment and Materials

In the case of organisational property, equipment or materials that were in the possession of staff at the time of being stolen, lost or going missing, the staff member should follow the [Procedures](#) on this.

9. Human Resource Management

In this section:

- [9.1. Access and Equity Policy](#)
 - [9.2. Recruitment and Selection Policy](#)
 - [9.3. Employment Contract Information](#)
 - [9.4. Induction Policy](#)
 - [9.5. Staff Training and Development](#)
 - [9.6. Ongoing Performance Feedback and Performance Appraisal](#)
 - [9.7. Leave Policy](#)
 - [9.8. TOIL and Flex Policy](#)
 - [9.9. Workplace Health and Safety](#)
 - [9.10. Counselling and Disciplinary Policy](#)
 - [9.11. Exit Policy](#)
-

9.1. Access and Equity Policy

Respect Inc strives to employ a workforce that reflects and caters to the diversity of the Queensland sex worker community. We welcome applicants of any gender, sexuality, ethnicity, ability and sector of the industry. Our Access and Equity policy aims to ensure that all Queensland sex workers, regardless of race, linguistic and cultural background, religion, age, gender, ability, or geographic location have:

- Equal access to the full range of services provided by Respect Inc
- Equal opportunity to participate in the work program, management, staffing and membership of Respect Inc

And that all policies, programs and aspects of Respect Inc service delivery are inclusive of this diverse range of factors affecting people from differing racial, linguistic, cultural and religious backgrounds, ages, genders, abilities, or geographic locations.

9.2. Recruitment and Selection Policy

As an equal opportunity employer we promote access to our positions to a diverse group of peers within the community. Every effort is made to promote vacant positions within a variety of social and cultural contexts in order to generate openness and encourage diversity in the recruitment of staff. We will recruit and select appropriately skilled and experienced staff through fair and consistent processes by ensuring that all applicants are evaluated on their merits without regard to race, age, gender, marital status, sexuality, disability or any other factor not applicable to the position offered (see [Access and Equity policy](#) above).

Our aim is to attract the best possible peer candidates for available positions. Any management committee member or staff member who submits an application for a vacant

position or consultancy will be required to refrain from any involvement in the selection process for that position or consultancy. See [Procedures](#).

9.3. Employment Contract Information

Respect Inc provides clear and current employment contracts and position descriptions for all permanent, part-time and fixed-term employees.

9.3.1 Employment Contracts and Position Descriptions

Upon engagement, all employees shall be provided with:

- A letter or email confirming the appointment
- A current position description
- A contract of employment that outlines the terms and conditions of employment including hours of work, entitlements, and other relevant provisions.

A copy of the Social, Community, Home Care and Disability Services Industry Award 2010 which applies to all staff, is accessible [here](#).

Position descriptions and employment contracts are to be reviewed every 12 months as part of the performance assessment process or at other times due to changes to service agreements (see [Staff Performance Appraisal](#)) and amended where necessary with the approval of the State Coordinator and management committee.

Consultants engaged on a fixed term basis are to receive and sign a detailed contract setting out the terms of engagement for each project.

9.3.2 Terms of Employment

A permanent employee's ongoing employment will be subject to the availability of further funding in accordance with relevant legislation and will be in writing.

9.3.3 Conditions of Employment

The provisions of the following instruments apply in determining conditions of employment of Respect Inc employees:

1. [Social, Community, Home Care and Disability Services Industry Award 2010](#)
2. [Fair Work Act 2009](#)
3. [Fair Work \(Transitional Provisions and Consequential Amendments\) Act 2009 \(No.55\)](#)
4. [Fair Work Regulations 2009 \(No.112\)](#)

5. [Fair Work \(Transitional Provisions and Consequential Amendments\) Regulations 2009 \(No.166\)](#)
6. [National Employment Standards](#)
7. Queensland Industrial Relations Act 2016 Division 9 Long service leave

9.4. Induction Policy

Respect Inc staff will receive a structured induction when they start their employment. **Induction checklist which includes Fair Work Information statement that outlines workplace entitlements.**

Prior to the commencement of the new employee, the management committee or State Coordinator is to nominate a staff member to take responsibility for the induction process.

9.5. Staff Training and Development

We will provide staff with appropriate supervision and support all staff in further education and development relevant to their current position where possible. A portion of the annual program's budget will be allocated to this purpose. All permanent staff are to attend a Scarlet Alliance National Forum in their first year of employment and Respect Round Table forum in each year of employment.

9.5.1 Higher duties and promotion

Respect Inc will pay staff and volunteers who relieve other staff and step up into higher level duties at the higher level. Staff and volunteers are encouraged to take up duties in higher level positions. This will assist in developing higher level skills and better equip them to seek appointment to higher level positions within the organisation as they arise. [see Clause 30.2 of the Social, Community, Home Care and Disability Services Industry Award 2010 apply.

9.6. Ongoing Performance Feedback and Performance Appraisal

Respect Inc will engage in appropriate appraisal processes with all permanent staff to ensure that they have a fair and transparent assessment of their work performance to inform wage level increases as per the [Award](#). Permanent employees need to clearly understand the expectations on them in terms of performance and to be able to identify and access necessary training to ensure that expertise is maintained and continues to match the needs of our clients.

9.7. Leave Policy

Respect Inc offers all of the leave entitlements that employees are allowed under the [SCHDS Award](#), the [Fair Work Act](#), [National Employment Standards](#) and the [Industrial Relations Act](#). We currently provide above-award leave entitlements for personal (sick/carer's) leave and long service leave. See **Procedures Doc** for details.

9.8. TOIL and Flex Policy

Respect Inc has a flexible policy for staff to take “time off in lieu of overtime” (TOIL) and flex their hours.

9.8.1 TOIL

Staff who work more than 76 hours per fortnight (overtime) or who choose to work on weekends or outside of the normal hours of work (6am to 8pm) can accrue hours as “time off in lieu of overtime” (TOIL) instead of being paid the higher overtime/weekend rates.

9.8.2 Flex

Staff cannot work more or less than the contracted number of hours per pay fortnight without approval from their supervisor. Staff will work ‘standard hours’ (standard days and times) each week which are agreed with the supervisor. Some of these standard hours will be set and cannot be flexed (e.g. the core hours, contact or drop-in times for the office). Outside of the core hours staff can opt to change their remaining standard hours and work them at times that are convenient to the staff member as long as they can meet other obligations of the role (e.g. priority meetings).

For example: a part-time staff member might work 20 normal hours per week with the standard hours being:

- Monday 10:30am - 4pm
- Tuesday 10:30am - 4pm
- Thursday 10:30am - 4pm
- Friday 10:30am - 4pm

If the core hours are the 10 hours of contact/drop-in times of:

- Monday 1pm - 4pm
- Tuesday 1pm - 4pm
- Friday 1pm - 4pm

This leaves the 10 hours on Monday 10:30 - 1pm, Tuesday 10:30 - 1pm, Thursday 10:30 - 4pm, Friday 10:30 - 12pm available to be flexed.

Hours that can be flexed can be moved within the pay fortnight to another time that is more convenient for the staff member to work as long as they still meet other important role responsibilities. Flexible hours cannot be moved onto a public holiday. Public holidays will be paid according to the standard hours.

Flexible hours can be moved onto any time the staff member wishes to including weekends and/or outside of the normal work hours (Mon-Fri 6am to 8pm) but they will need to first complete an *Individual Flexibility Agreement* that sets out how you will be “better off overall” if you do this.

Staff who are required to work on weekends or outside of the normal work hours (6am to 8pm) will be paid special rates for those hours.

For the purposes of leave, where annual or sick/personal leave is taken in any **full day** off work there may not be a split between flexible hours and leave, and the full rostered hours for that day are to be taken as flex or leave (not a combination of both) unless approved otherwise with your supervisor.

If a staff member attends work for part of their work day, it is acceptable however, to split a day into standard working hours and leave (e.g. coming in for a day of work but having to go home sick after working only part of the day). **For example:** You could split sick/personal leave and flex time if you come in to work for a few hours and then go home sick, but couldn't take a few hours flex time and a few hours sick/personal leave if you take the whole day off and don't work that day.

Only 2 hours of Flex time can be carried over to future pay periods without approval from your supervisor and you cannot accumulate to more than the equivalent of 1 week of standard hours.

9.9. Workplace Health and Safety

Respect Inc is committed to providing a healthy and safe workplace for staff, volunteers, management committee members, contractors, customers and visitors. We will take reasonable steps to ensure that legislation and regulations associated with occupational health and safety are complied with and to ensure that our workplace is as safe as is reasonable within our resourcing limitations.

We will implement this policy commitment by:

- Taking steps to maintain up-to-date knowledge of and compliance with the mandatory WH&S regulations
- Conducting appropriate risk assessments so that Respect Inc Staff and MC are not overly encumbered by administrative tasks to comply with non-mandatory guidelines to prevent rare and low-risk hazards
- Consulting with staff and volunteers about risks
- Displaying relevant occupational health and safety information
- Maintaining Workcover insurance for our paid staff

- Maintaining Volunteers Accident Insurance for unpaid volunteers including committee members
- Maintaining Public Liability insurance for sex workers and members of the public while they are on our premises

9.9.1 Relevant Legislation

Legislation and policies relevant to the workplace health and safety policy include:

- [Work Health and Safety Act \(Qld\) 2011](#)
- [Work Health and Safety Regulation \(Qld\) 2011](#)
- [Industrial Relations Act \(Qld\) 2016](#)
- [Fair Work Act 2009](#)
- [Fire and Rescue Services Act \(Qld\) 1990](#)
- [Building Fire Safety Regulation \(Qld\) 2008](#)
- [Electrical Safety Act \(Qld\) 2002](#)
- [Electrical Safety Regulation \(Qld\) 2013](#)

The website: <https://www.worksafe.qld.gov.au/> has a number of resources available to assist employers and employees understand their rights and responsibilities.

In accordance with the [Workplace Health and Safety Act](#) Respect Inc has a duty of care towards its employees, sex workers accessing Respect Inc and members of the public while they are on our premises. Respect Inc will ensure that the requirements of the Act are adhered to by recognising that all people have the right to a safe work environment and to be aware of the hazards to which they may be exposed. Respect Inc will balance this with the knowledge that state mandatory regulations are often out of line with the best practice occupational health and safety interests of sex workers and so we will question the need to adhere to non-mandatory regulatory guidelines that may not serve the rights of our peers in undertaking the work that we do.

[SEE PROCEDURES DOC FOR MORE INFO](#)

9.10. Counselling and Disciplinary Policy

The following policy applies to all staff, volunteers and management committee members at Respect Inc. Counselling and Disciplinary Procedures will be followed where there is concern around a team member's performance or conduct. This may be in relation to one of the following:

- Breaches of the Code of Ethics or Code of Conduct
- Underperformance -

- Unsatisfactory work performance, that is, a failure to perform the duties of the position or to perform them to the standard required
- Non-compliance with workplace policies, rules or procedures
- Unacceptable behaviour in the workplace
- Disruptive or negative behaviour that impacts on co-workers
- Serious misconduct -
 - Causing serious and imminent risk to the health and safety of another person or to the reputation of the organisation
 - Deliberately behaving in a way that is inconsistent with continuing their employment
 - Other examples of serious misconduct include: theft, fraud, assault, being drunk at work, refusing to carry out work duties.

In these scenarios the Counselling and Disciplinary Procedures will be followed. They are available [HERE](#).

9.11. Exit Policy

Respect Inc recognises that staff choose to resign for a range of reasons. We strive to ensure that we provide a positive work environment for all employees and consistent with this approach, we seek to make resignation procedures as simple as possible and to acknowledge the valuable feedback of staff who choose to resign.

Alternatively, employees may leave at the completion of finite casual or fixed term project contracts.

In any case an exit interview allows us to acknowledge and benefit from the significant amount of knowledge and personal connections of the departing employee that are essential to the provision of services and consultation processes we undertake. In addition, feedback can inform remedial and preventive strategies such as improving health and safety issues, stress, harassment, discrimination, as well as strategic improvement opportunities relating to induction, management or supervisory training, empowerment or team-building initiatives, processes, wastage and efficiencies, client service initiatives, etc.

9.11.1. Notice of Termination

An employer must provide an employee with written notice of the day of termination when ending their employment. Some exceptions apply (see below).

An employer may give notice to the employee by either:

- delivering it personally
- leaving it at the employee's last known address
- sending it by pre-paid post to the employee's last known address.

An employee may also need to give their employer notice of termination if their award or agreement specifies it.

9.11.2. How much notice must be given?

An employer must not terminate an employee unless they have either:

- given the minimum period of notice
- paid the employee instead of giving notice. This is paid at the employee's full pay rate as if they had worked the minimum notice period.

An employee's full pay rate includes the following:

- incentive-based payments and bonuses
- loadings
- monetary allowances
- overtime or penalty rates
- any other separately identifiable amounts.

Period of Continuous Service	Minimum Notice Period
1 year or less	1 week
More than 1 year - 3 years	2 weeks
More than 3 years - 5 years	3 weeks
More than 5 years	4 weeks

Employees over 45 years old who have completed at least two years of service when they receive notice are given an additional week of notice.

An employer does not need to provide notice of termination (or payment in lieu of notice) to employees who:

- are casual
- are employed for a specified period of time, task or season (eg. a fixed term contract)
- are fired because of serious misconduct (eg. engaging in theft, fraud or assault)
- have a training arrangement and are employed for a set period of time or for the length of the training arrangement

9.11.3. Notice of Resignation

When an employee resigns, they may have to give notice to their employer. The notice:

- starts when the employee gives notice that they want to end the employment
- ends on the last day of employment.

9.11.4. How much notice must be given?

Period of Continuous Service	Minimum Notice Period
1 year or less	1 week
More than 1 year - 3 years	2 weeks

More than 3 years - 5 years	3 weeks
More than 5 years	4 weeks

9.11.5. Continuous Service

The minimum notice period an employer has to give an employee is based on the employee's 'continuous service' with them.

Continuous service is the length of time an employee is employed by the business. Service includes authorised unpaid leave (eg. unpaid parental leave). Service will not include any periods of unauthorised leave or absences.

9.11.6. Withholding pay when the minimum notice period isn't given

If an employee does not give the minimum notice period an employer can hold back pay from an employee's entitlements including:

- unpaid wages
- accumulated annual leave
- other award entitlements.

For information on how to calculate how much pay can be held back, go to: [Minimum notice and withholding final pay.](#)

SEE [HERE](#) FOR EXIT PROCEDURES

10. Funded Programs

In this section:

[10.1. Peer Education](#)

[10.2. Conceptual Diagram for HIV, Hepatitis and STI Prevention Programs](#)

[10.3. Info@respectqld.org.au Emails](#)

[10.4. Profits for a Purpose](#)

[10.5. Outreach Policy](#)

[10.6. Ugly Mugs Policy](#)

[10.7. Research Policy](#)

As our [Code of Ethics](#) demonstrates, the work we do at Respect Inc is guided by the principles of community development. That is: empowerment, participation, inclusivity and self-determination. This is because it is important to us that what we do goes beyond basic service delivery, and extends to building and empowering our community. Like other sex worker organisations, we endeavour to do this through our core funded programs. These are: peer education, Profits for a Purpose, outreach, Ugly Mugs and peer research. All funded programs must be in alignment with Respect Inc's objectives and will be guided by service agreements and program plans.

10.1. Peer Education

Peer education has long been the most effective way that sex workers educate each other about everything from sexual health, to screening clients, the ins-and-outs of sex work laws and much more. One of the reasons that peer education is so effective is because people who are marginalised by society are often distrustful of education delivered through mainstream services. On top of this, that information can be damaging or incorrect.

Elements of effective peer education:

1. Peer education supports the sharing of knowledge within networks of sex workers, respecting the knowledge and experiences they may already have.
2. Peer education provides information that leads to safer sex work and emphasises the "why" rather than the "right" or "wrong" way to use safer sex equipment.
3. Peer education encourages users to develop their own solutions and strategies.
4. Peer education acknowledges the diversity of sex workers and that they require information in a range of styles and formats.
5. Peer education begins from an understanding of the social and situational aspects of sex work.

6. Peer education provides information in a way that enables sex workers to pass it on to their peers.
7. Peer education shares power between sex workers, rather than placing the trainer/facilitator in a position of authority.
8. Peer education is based on mutual trust and respect.

Adapted from a text on peer education in drug user orgs; See more at: <http://www.druginfo.adf.org.au/druginfo-seminars/peer-education-as-a-drug-prevention-strategy-seminar-brogan#sthash.mqpQzFVy.dpuf>

10.2. Conceptual Diagram for HIV, Hepatitis and STI Prevention Program of Respect Inc.

This [diagram](#) from our Operational Plan illustrates how Respect Inc carries out our prevention program aimed at improving sex workers' health and wellbeing.

10.3. [Info@respectqld.org.au](mailto:info@respectqld.org.au) Emails

Whoever feels like they can answer the enquiry can respond.

More than one person can respond, to clarify or add more information.

State Coordinator can delegate

Role could rotate

To reply to an info@respect email, copy and paste the person's email address and blind carbon copy (BCC) the info address so that staff are aware of what information you have given and can add to the conversation if you've missed anything or given incorrect information.

10.4. Profits for a Purpose

Respect Inc sells safer sex supplies: condoms, dams, lube and sponges Respect Inc has a small mark-up on all our supplies. We use this profit to pay for product insurance and postage to sex workers who are not able to attend an office or a Sexual Health Service that stocks our supplies.

As a non-profit organisation any extra money raised from the sales of supplies is used to fund other Respect activities (like brochure printing, social events, regional outreach trips by staff) that will support you and other sex workers. If you have any concerns with this or there are other products or brands you think we should provide, tell your local Peer Educator and we will take your feedback into consideration during our annual reviews.

10.5. Outreach Policy

The key aims of our outreach service are to make regular contact with sex workers on sex industry premises or their place of work. We will also aim to do outreach to sex workers

working in regional and remote areas, as well marginalised workers particularly those working in grey or illegal contexts. The aims of outreach are to:

- Promote Respect Inc.
- Deliver safer sex products, condoms and other equipment for sale to workers, agencies and brothels as well as sample packs.
- Assess the needs of sex workers so as to be able to provide a range of appropriate, quality services which meet identified needs within the sex industry and ensure that we are targeting our services towards meeting those needs.
- Distribute health education resources and provide information and referrals concerning a broad range of work issues.
- Promote our workshops.
- Provide up-to-date information on HIV/AIDs, other BBVs and STIs including transmission and relevant advice on safer working.
- Promote sex worker community engagement and community development among different sectors of the sex industry, support good relations and unity within the sex industry and awareness and use of Respect Inc as an appropriate, quality service for all workers in the sex industry.
- Collaborate with allied orgs (e.g. harm reduction info and packs with QuIHN).

See [Procedures](#) for more info

10.6. Ugly Mugs Policy

At the 2011 AGM at the Gold Coast it was decided that until Respect Inc is funded adequately to deliver an Ugly Mug program we cannot compile and distribute regular Ugly Mug reports to sex workers, brothels or agencies in Queensland.

Until that time, Respect Inc will:

- Engage with sex workers on the topic of Ugly Mugs as much as is feasible with our current funding by linking into already existing peer networks, in particular social media groups like *Ask a sex worker a question* and *Ugly Mug* Facebook groups.
- Provide information on screening processes so that workers may be more equipped to identify ugly mugs in advance and avoid seeing them.
- Try to send out information on violent ugly mugs as it comes to hand through these social media networks as well as via SMS messaging to sex workers in the relevant region.

- Pass on information about repetitive violent Ugly Mugs to the Queensland police liaisons that we have cultivated but **ONLY** after getting permission via **FORM** from the sex worker/s who have made the report.
- Use **FORM** as a guide for collection of Ugly Mug information to ensure collection of all relevant data.
- Investigate the possibility of development of a modern computer system/database for collection of Ugly Mug information so that information can be collected statewide and reports may be generated quickly.
- Investigate the possibility of using a Respect Inc Facebook group to disseminate Ugly Mug information.

See [Procedures](#) for how to do an UM report

10.7. Research Policy

When possible, Respect Inc will conduct or support sex workers to perform research that will benefit our community. We may also engage with non-peer researchers who are willing to perform research on a partnership basis with Respect Inc. Respect Inc will only support research after considering the researchers' responses to the following criteria:

- Community-based participatory research: peer involvement at all stages of the research process - design,
- Approval by an institutional ethics committee (e.g. at the University)
- Benefits the sex work community
- Does no harm to the sex work community
- Informed consent must be obtained - participants are made fully aware of what they are participating in, what it will require, what risks there are, their rights, etc.
- Participation is voluntary
- Adequately addresses confidentiality and privacy concerns of participants
- Offers remuneration to participants
- Offers remuneration to Respect Inc to engage, consult and review research

SWOP NSW Research Approval Form [here](#)

ESPLERP Research Evaluation Tool [here](#)

SWOP USA Ethical Considerations Factsheet [here](#)

Appendix A Constitution