

## Access and Equity Policy

*Last updated June 2025*

Policy number	T14	Version	1.5
Drafted by	K Mathieson	Approved by	10 July 2025
Responsible person	President	Committee on	
		Scheduled review date	25 May 2027

### 1. Introduction

- 1.1 This policy has been developed to provide a framework for the ethical treatment of any person, whether Executive, office bearer, guild member, volunteer, or Members of the Public ["Participant"] across all activities of The Handweavers, Spinners and Dyers Guild of Tasmania, Inc.

### 2. Purpose

- 2.1 The Handweavers, Spinners and Dyers Guild Tasmania Inc [the Guild] acknowledges that its legal and moral responsibilities cover the areas of:

- access for Participants in The Guild
- access in the provision of services offered by The Guild
- access in the provision of information offered by The Guild
- access to any training and development offered by The Guild
- access to events hosted by The Guild

**although the Executive and Committee of The Guild may, at their discretion, stipulate the satisfaction of appropriate requirements for the granting of such access.**

### 3. Policy

#### 3.1 Access

The Guild will make services available to everyone who is entitled to them, free of any form of discrimination based on a person's disability, age, country of birth, language, culture, race, gender, sexual orientation or religion.

#### 3.2 Equity

The Guild will develop and deliver services based on fair treatment of all those people who are eligible to receive them.

#### 3.3 Communication

The Guild will use all necessary strategies to inform people of the services available, their entitlements, and how they can obtain them. The Guild shall also consult with members regularly about the adequacy, design and standard of services.

#### 3.4 Responsiveness

The Guild will be sensitive to the needs and requirements of people from diverse cultural and linguistic backgrounds and be responsive as far as practicable to the particular circumstances of individuals.

- 3.5 Effectiveness  
The Guild will be focused on effectively meeting the needs of people from all backgrounds.
- 3.6 Efficiency  
The Guild will optimise the use of available public resources through a user-responsive approach to service delivery that meets the needs of members.
- 3.7 Accountability  
The Guild will have a reporting mechanism in place which ensures it is accountable for implementing access and equity objectives for its members.

## Access and Equity Procedures

Procedure number	114	Version	1.5
Drafted by	K Mathieson	Approved on	10 July 2025
Authorised person	President	Scheduled review date	25 May 2027

### 1. Responsibilities

- 1.1 It shall be the responsibility of the Committee to implement this policy and to report to the membership at the Annual General Meeting as required.

### 2. Procedures

- 2.1 The Guild will ensure its programs are designed and constructed to provide equal access for all users.
- 2.2 The Guild will, wherever feasible, ensure all people have equal access to equipment, office accommodation, training and promotion.
- 2.3 The Guild shall, wherever feasible, assess proposals for any new (or substantially revised) policies or programs for their direct impact on the lives of people from a range of cultural and linguistic backgrounds prior to any decision to pursue such proposals.
- 2.4 Any new (or substantially revised) policies or programs that impact in different ways on the lives of people from different cultural and linguistic backgrounds shall, wherever feasible, be developed by The Guild in consultation with people from those backgrounds.
- 2.5 The Guild shall, where feasible, provide for the special needs of people from diverse cultural and linguistic backgrounds by providing language assistance using interpreters or facilitators.
- 2.6 The Guild shall, where feasible, provide for the special needs of people in remote areas through developing outreach and community liaison arrangements.
- 2.7 The Guild shall consider cultural diversity issues in the design and delivery of any training programs it provides.
- 2.8 The Guild shall, where necessary, receive ongoing cultural diversity training so that they develop knowledge and skills to work effectively from a cultural framework.
- 2.9 The Guild shall, where necessary and feasible, provide information in languages other than English, and through print, electronic media, and disability-appropriate methods of communication.
- 2.10 The Guild shall promote diversity in the membership of its boards, committees and working groups.