



# Publications Order Form

To place an order, please fill in this order form, sign it and email, fax or mail it to the Anti-Discrimination Board. See below for address details.

You can fill in the form either manually or on a computer (see instructions below).

**NB:** The Anti-Discrimination Board cannot process your order without payment.

## Filling in the form manually

1. Print the form.
2. Please use black or blue pen.
3. Specify the number of publications you want to order and then calculate their cost.
4. Once you have calculated the cost of the publications you want you must add postage and handling charges (see below) and then add 10% GST to the total cost.
5. Sign the form.
6. Fill in your address and payment details and email, fax or mail it to the Anti-Discrimination Board.

## Filling in the form on a computer

1. Select the publications from the list below. Specify the number of publications you wish to receive by typing the relevant figure in the 'Quantity' field (the price, postage and handling, GST and Grand Total will automatically calculate when you click outside the field or when you press 'enter' or 'tab').
2. Type in your name, address and payment details.
3. Print the form and sign it.
4. Email, fax or mail the form to the Board, at the address listed below.

**Email, post or fax the form with your payment to:** Anti-Discrimination Board of NSW  
PO Box W213, Parramatta  
Westfield NSW 2150  
Fax: (02) 9268 5500 Ph: (02) 9268 5555 Email:  
adbcontact@justice.nsw.gov.au

## Postage and Handling Charges

P&H

### Factsheets and Guidelines

<b>Factsheets:</b> 1 to 20 copies = \$5	<b>Guidelines &amp; other publications:</b> 1 to 5 copies = \$5
21 to 100 copies = \$10	6 to 10 copies = \$10
101 or more copies = \$20	11 to 50 copies = \$20
	51 or more copies = \$40

A maximum of \$40 P & H is charged for orders that include factsheets, guidelines and other publications

If your order includes factsheets as well as other publications you will only be charged one Postage and Handling fee (whichever is the highest charge)

**Posters:** 1 to 10 = \$5 11 to 30 = \$10 31 to 100 = \$20 101 to 200 = \$30 201+ = \$40

Postage and handling is charged separately for posters as they are sent in crush-proof tubes or wrap-around mailers.

<b>Workplace Guidelines</b>	<b>Unit cost</b>	<b>Quantity</b>	<b>Price</b>	<b>Code</b>
Guidelines for managers and supervisors:	1-20 copies = \$30ea 21-50 copies = \$25ea 51+ copies = \$20ea	<input type="text"/>	<input type="text"/>	SUPERGUIDE
Guidelines for non-supervisory staff	1-20 copies = \$10ea 21-50 copies = \$7.50ea 51+ copies = \$5ea	<input type="text"/>	<input type="text"/>	NONSUPER
Anti-Discrimination and EEO guidelines for small business owners and managers	1-20 copies = \$30ea 21-50 copies = \$25ea 51+ copies = \$20ea	<input type="text"/>	<input type="text"/>	SBGUIDE
Grievance procedure guidelines	1-20 copies = \$30ea 21-50 copies = \$25ea 51+ copies = \$20ea	<input type="text"/>	<input type="text"/>	GPGUIDE
<b>Sample Policies and Procedures (sent via email)</b> <i>These sample policy documents must be ordered in conjunction with:</i> <ul style="list-style-type: none"> <li>• Guidelines for managers and supervisors, or</li> <li>• Anti-Discrimination and EEO guidelines for small business owners and managers; or</li> <li>• Grievance procedure guidelines.</li> </ul> <i>They will be sent to you by email and can be immediately adapted for your use.</i>	\$30	<input type="text"/>	<input type="text"/>	POLICIES
<b>GUIDESETS</b>				
<b>GUIDESET</b> 1 x Guidelines for managers 1 x Guidelines for non-supervisory staff 1 x Grievance procedures 1 x sample policies (sent via email)	\$90 (saving of \$10)	<input type="text"/>	<input type="text"/>	GUIDESET3
<b>SMALL BUSINESS GUIDESET</b> 1 x Guidelines for managers 1 x Guidelines for non-supervisory staff 1 x Grievance procedures 1 x Small business guidelines 1 x sample policies (sent via email)	\$110 (saving of \$20)	<input type="text"/>	<input type="text"/>	SBGUIDESET
<b>GUIDESET100</b> 15 x Guidelines for managers 100 x Guidelines for non-supervisory staff 1 x Grievance procedures 1 x sample policies (sent via email)	\$850 (saving of \$160)	<input type="text"/>	<input type="text"/>	GUIDESET100
<b>GUIDESET200</b> 30 x Guidelines for managers 200 x Guidelines for non-supervisory staff 1 x Grievance procedures 1 x sample policies (sent via email)	\$1500 (saving of \$310)	<input type="text"/>	<input type="text"/>	GUIDESET200
<b>Sub Total</b>		<input type="text"/>	<input type="text"/>	

<b>Special Interest Guidelines</b>	<b>Unit cost</b>	<b>Quantity</b>	<b>Price</b>	<b>Code</b>
Guidelines for Advertisers	\$10	<input type="text"/>	<input type="text"/>	ADVGUIDE2
Community Workers Guidelines	\$20	<input type="text"/>	<input type="text"/>	COMGUIDE
Guidelines for Union Representatives	\$20	<input type="text"/>	<input type="text"/>	UNIONGUIDE
Guidelines for Local Councils (includes a factsheet for Local Government Councillors)	1-20 copies = \$15ea 21-50 copies = \$12.50ea 51+ copies = \$10ea	<input type="text"/>	<input type="text"/>	COUNCILGUIDE
<b>Sub Total</b>		<input type="text"/>	<input type="text"/>	

<b>Posters</b> See page 1 for postage and handling charges	<b>Unit cost</b>	<b>Quantity</b>	<b>Price</b>	<b>Code</b>
<b>Option 1: Any combination of posters.</b> (Please indicate below how many of each poster you would like 1-5 posters = \$7.50 each    6-10 posters = \$7.00 each    11-30 posters = \$6.50 each 31-50 posters = \$6.00 each    50+ posters = \$5.50 each				
1. Social media – Take care before you share		<input type="text"/>	<input type="text"/>	WPOSTER1
2. Social media – Think before you post your next comment		<input type="text"/>	<input type="text"/>	WPOSTER2
3. Help stop workplace discrimination		<input type="text"/>	<input type="text"/>	WPOSTER3
4. Diversity – makes a difference		<input type="text"/>	<input type="text"/>	WPOSTER4
5. Diversity – makes a workplace unique		<input type="text"/>	<input type="text"/>	WPOSTER5
6. Breastfeeding – Because Hungry Babies Can't Wait		<input type="text"/>	<input type="text"/>	WPOSTER6
7. Stop hassling me!		<input type="text"/>	<input type="text"/>	NPOSTER1
8. Say no to discrimination and harassment (multilingual)		<input type="text"/>	<input type="text"/>	NPOSTER2
9. That's not fair!		<input type="text"/>	<input type="text"/>	NPOSTER3
10. Common workplace animals		<input type="text"/>	<input type="text"/>	NPOSTER4
11. Stop harassment and bullying		<input type="text"/>	<input type="text"/>	NPOSTER5
12. Diversity makes the difference		<input type="text"/>	<input type="text"/>	NPOSTER6
13. Breastfeeding – of course you can		<input type="text"/>	<input type="text"/>	NPOSTER7
14. Do you care? (carer's rights)		<input type="text"/>	<input type="text"/>	NPOSTER8
<b>Sub Total</b>		<input type="text"/>	<input type="text"/>	
<b>Option 2: Discount Poster Set</b> (set of 8 posters: numbers 7 – 14 of above only) Please indicate how many sets you would like				
1 set = \$50    2 sets = \$90    3 sets = \$130 4 sets = \$165    5 sets = \$200    6+ sets = \$40 per set		<input type="text"/>	<input type="text"/>	POSTERSET
<b>Sub Total</b>		<input type="text"/>	<input type="text"/>	

<b>Self-Help Guides</b> (ADB self-help guides are available for free download from ADB website, printed copies available for purchase)	<b>Unit cost</b> (all prices exclude GST)	<b>Quantity</b>	<b>Price</b>	<b>Code</b>
How to deal with discrimination, unfair treatment or harassment (self-help strategies)	\$5.00 or free download	<input type="text"/>	<input type="text"/>	STRATFACT
Know your Rights – A guide for Aboriginal and Torres Strait Islander people	\$5.00 or free download	<input type="text"/>	<input type="text"/>	ATSIKIT
Unfair treatment – What to do Information for people with intellectual disabilities	\$5.00 or free download	<input type="text"/>	<input type="text"/>	IDBOOKLET
<b>Sub Total</b>		<input type="text"/>	<input type="text"/>	

<b>Factsheets</b> (ADB factsheets are available for free download from ADB website, printed copies available for purchase)	<b>Unit cost</b> (all prices exclude GST)	<b>Quantity</b>	<b>Price</b>	<b>Code</b>
Discrimination & the Anti-Discrimination Board of NSW	\$0.50	<input type="text"/>	<input type="text"/>	GENFACT
Treated Unfairly because you are an Aboriginal or Torres Strait Islander person?	\$0.50	<input type="text"/>	<input type="text"/>	ATSIFACT
Age Discrimination	\$0.50	<input type="text"/>	<input type="text"/>	AGEFACT
Alcohol-free zones	\$0.50	<input type="text"/>	<input type="text"/>	ALCOFACT
Carers' responsibilities discrimination	\$0.50	<input type="text"/>	<input type="text"/>	CAREFACT
Complaining to the Anti-Discrimination Board	\$0.50	<input type="text"/>	<input type="text"/>	ADBFACT
Disability Discrimination	\$0.50	<input type="text"/>	<input type="text"/>	DISFACT
Discrimination, EEO and Affirmative Action	\$0.50	<input type="text"/>	<input type="text"/>	EEOFACT
Harassment & Sexual Harassment	\$0.50	<input type="text"/>	<input type="text"/>	HARFACT
Homosexual Discrimination	\$0.50	<input type="text"/>	<input type="text"/>	GAYFACT
Infectious Diseases Discrimination	\$0.50	<input type="text"/>	<input type="text"/>	INFFACT
Marital Status & Domestic Status Discrimination	\$0.50	<input type="text"/>	<input type="text"/>	MARFACT
Pregnancy and Breastfeeding Discrimination	\$0.50	<input type="text"/>	<input type="text"/>	PREGFACT
Race Discrimination	\$0.50	<input type="text"/>	<input type="text"/>	RACEFACT
Sex Discrimination	\$0.50	<input type="text"/>	<input type="text"/>	SEXFACT
Small Business and Anti-Discrimination Law	\$0.50	<input type="text"/>	<input type="text"/>	SBFACT
Transgender Discrimination	\$0.50	<input type="text"/>	<input type="text"/>	TRANFACT
Vilification	\$0.50	<input type="text"/>	<input type="text"/>	VILIFACT
What you can do if you are treated unfairly (Very simple language)	\$0.50	<input type="text"/>	<input type="text"/>	EASYFACT
Unfair treatment – your rights (for people from non-English speaking backgrounds )	\$0.50	<input type="text"/>	<input type="text"/>	NESBFACT
<b>Sub Total</b>		<input type="text"/>	<input type="text"/>	

## Available for download

Publications available for free download from ADB website, no printed copies available

Exemption Guidelines

Transgender Discrimination – Guidelines for Employers and Service Providers

Anti-Discrimination Guidelines for Hoteliers

## Community Languages

**Code** MULTIFACT

### Say No to Discrimination – Multilingual brochure.

This brochure provides simple information about anti-discrimination law in English and 14 community languages.

The languages are: Arabic, Chinese, Croatian, Dari, Greek, Italian, Khmer, Korean, Macedonian, Portuguese, Serbian, Spanish, Turkish and Vietnamese.

The brochure can be unfolded and used as an attractive poster, with two copies needed to display all the languages on both sides.

The brochure is free.

Individual copies of each language are available on the website and can be printed out. Additional languages available on the website are Hindi and Armenian.

<b>ADB Training Courses</b>	<b>Unit cost</b>	<b>Quantity</b>	<b>Code</b>
Anti-Discrimination Board Seminar Calendar	Free	<input type="text"/>	
In-house training for employers and service providers	Free	<input type="text"/>	
Training for the Community – Aboriginal and Torres Strait Islander Program	Free	<input type="text"/>	
<b>Sub Total</b>		<input type="text"/>	

<b>Other Publications</b>	<b>Unit cost (all prices exclude GST)</b>	<b>Quantity</b>	<b>Price</b>	<b>Code</b>
Anti-Discrimination Board Annual Report	\$10 or free download from ADB website	<input type="text"/>	<input type="text"/>	AR
Discrimination Complaint Form	Free	<input type="text"/>		DISCRIFORM
Guarantee of service	Free	<input type="text"/>		GSBROCHURE
C-change – Enquiry into hepatitis C related discrimination	\$5	<input type="text"/>	<input type="text"/>	C-CHANGE
<b>Sub Total</b>		<input type="text"/>	<input type="text"/>	

<b>Equal Time</b>			<b>Code</b>
Equal Time — email newsletter sent out to subscribers three times per year.	Free. If you wish to subscribe please fill in email address and other contact details on the payment form)	<input type="text"/>	ET

## Total

**Guidelines, Factsheets and other publication** (including Publication Sets) \$

**Plus: Postage and Handling** (see page 1 for details) \$

**Posters** \$

**Plus: Postage and Handling** (see page 1 for details) \$

**Total cost of publications** (including Postage and handling) \$

**Plus: 10% GST** \$

**GRAND TOTAL** \$

**Credit card surcharge** (only applicable if paying by Visa or Mastercard) \$

**Total including credit card surcharge** \$

## Payment details

**I want to pay by one of the following methods :**

Purchase Order (enclosed) Number

Cheque/ Money Order (enclosed)

Credit Card (Please note all payments made by Visa or Mastercard attract a surcharge of 0.4%)

**Credit Card**  Mastercard  Visa

**Credit Card Number:**     /     /

**Expires:** \_\_\_\_ / \_\_\_\_ **Verification No.** \_\_\_\_ (last three digits on the signature panel of card)

**Name (as it appears on credit card)** \_\_\_\_\_

**Signature** \_\_\_\_\_

## Contact details

**Customer Number** ADB9 \_\_\_\_\_

**Title** \_\_\_\_\_

**First Name** \_\_\_\_\_

**Last Name** \_\_\_\_\_

**Position** \_\_\_\_\_

**Organisation** \_\_\_\_\_

**ABN/ACN number** \_\_\_\_\_

**Type of organisation**  Employer  Service Provider  Community Organisation  Public Sector

**Postal Address** \_\_\_\_\_

**Suburb/Town** \_\_\_\_\_

**Postcode** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Fax** \_\_\_\_\_

**Email** \_\_\_\_\_

**Anti-Discrimination Board of NSW** Level 7, 10 Valentine Ave., Parramatta NSW 2150 • PO Box W213, Parramatta Westfield NSW 2150 • Phone: (02) 9268 5555, 1800 670 812 (outside Sydney area) • Fax (02) 9268 5500 • www.antidiscrimination.justice.nsw.gov.au • email: adbcontact@justice.nsw.gov.au