# Policy guide and checklist

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| **Delete** this table once your Policy and Procedure has been approved and finalised. Sections highlighted in yellow are intended for you to update with your organisational information or delete where not relevant.  Before submitting this policy for approval, check that you have completed the following:   * Considered the legislation relevant to your organisation, and any quality frameworks your organisation must comply with according to any service agreements with funders * Updated or deleted all the yellow highlighted sections in this document * Updated the document code and version number to suit your organisation’s naming convention * Updated the supporting documents section (where relevant) * Updated the header and footer of this document * Added a review date * Logged any changes of your internal policies in your register * Removed QCOSS branding and replace with your organisation’s branding * Removed this page/table from your final version * You may find these samples helpful: * Queensland Human Rights Commission – [QHRC : Example diversity and inclusion policies](https://www.qhrc.qld.gov.au/your-responsibilities/for-schools-and-universities/trans-@-school/sample-diversity-and-inclusion-policies) * QLD Government - [Diversity and inclusion policy (qed.qld.gov.au)](https://ppr.qed.qld.gov.au/pp/diversity-and-inclusion-policy) * Westpac - [Diversity\_Policy.pdf (westpac.com.au)](https://www.westpac.com.au/content/dam/public/wbc/documents/pdf/aw/Diversity_Policy.pdf) |

Diversity and Inclusion Policy

#### Document Code / Version Number

# Policy Statement

{Organisation Name} is committed to providing a workplace that proactively supports diversity and inclusion. At {Organisation Name}, we commit to seeking to attract and retain an employee group which reflects the community we serve. In our organisation we seek to provide an environment where all employees feel genuinely valued and included.

{You may make a statement here about how diversity and inclusion links to your organisational goals/strategic intents, if relevant.}

Those in leadership roles and with supervisory duties at {Organisation Name} are supported to use inclusive leadership practices and are expected to model workplace behaviours that promote diversity and inclusion.

## Scope

This Policy applies to the organisation as a whole.

# Related Legislation

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| {add any legislation relevant to your organsation. The legislation listed are for your consideration} | * [*Anti-Discrimination Act 1991* (Qld)](https://www.legislation.qld.gov.au/view/html/inforce/current/act-1991-085) * [*Australian Human Rights Commission Act 1986*(Cwlth)](https://www.legislation.gov.au/Series/C2004A03366) * [*Disability Discrimination Act 1992* (Cwlth)](https://www.legislation.gov.au/Series/C2004A04426) * [*Disability Services Act 2006* (Qld)](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2006-012) * [*Human Rights Act 2019* (Qld)](https://www.legislation.qld.gov.au/view/html/asmade/act-2019-005) * [*Industrial Relations Act 2016*(Qld)](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2016-063) * [*Multicultural Recognition Act 2016* (Qld)](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2016-001) * [*Public Sector Ethics Act 1994* (Qld)](https://www.legislation.qld.gov.au/view/html/inforce/current/act-1994-067) * [*Public Service Act 2008* (Qld)](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2008-038) * [*Racial Discrimination Act 1975* (Cwlth)](https://www.legislation.gov.au/Series/C2004A00274) * [*Sex Discrimination Act 1984*(Cwlth)](https://www.legislation.gov.au/Series/C2004A02868) * [*Work Health and Safety Act 2011* (Qld)](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2011-018) * [*Workplace Gender Equality Act 2012 (legislation.gov.au)*](https://www.legislation.gov.au/Details/C2023C00009) |

# Definitions

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| --- | --- |
| Diversity | Diversity refers to the elements that make individuals different from one another. Characteristics that are diverse may include age, sexuality, physical or intellectual ability, faith, cultural background, language, family responsibilities or particular lived experiences.  In our workplace we seek to hire a diverse group of employees, as we recognise the value of diversity in our work and believe our team should reflect the community we serve. |
| Inclusion | Inclusion is the way an individual feels seen and valued in the workplace. When an employee feels included they can participate fully in the workplace without fear of being treated with disrespect, or losing opportunities. |

# Principles

* Dignity and respect are afforded to all employees.
* We are committed to ongoing reflection and learning about diversity and inclusion so that we can improve our policies and practices.
* We are authentic in our efforts and are transparent about our progress.

# Procedure

Procedures are the practical application of policies and provide specific steps to do things. They answer the questions of “How?”, “When?” and “Who?”. Customising this section for your own organisation is highly recommended. The headings below are examples of commitments that can help your organisation work towards being diverse and inclusive. Your organisation is likely to have action plans and strategic documents that detail commitments under the headings outlined below and, if so, you will link to those documents rather than repeating detail in this policy.

## Human Resources

### Supervision

* Employees are provided with the opportunity to engage in regular supervision / one-on-one meetings with their manager to support employees in their role. These meetings will be a safe space for employees to reflect on their work, their progress, and to talk to their manager about areas where they may require support or skill development.
* Those in leadership and management positions who provide supervision are provided with regular professional development opportunities to support their understanding and skills around inclusive supervision practices.

### Professional Development

* Employees will be provided with professional development opportunities to develop their skills and increase organisational capacity.
* Employees and managers will agree on training and development goals and activities annually, and review these goals annually.
* When determining employee development needs, employees and their managers should address issues of formal training as an integral part of skills development but should consider coaching, mentoring, attendance at networking event, conferences etc.

### Recruitment processes

* It is the responsibility of the management team to:
* ensure that recruitment processes will be fair, equitable, and free from biases.
* ensure that recruitment processes will remove barriers to participation by employment-disadvantaged groups.
* where necessary, consider making positions identified or specified to ensure that the workforce is reflective of the community that access the service.
* review recruitment processes regularly to determine ways to improve attraction of diverse job seekers into the organisation (for example, looking at various recruitment agencies, utilising social media, industry bodies etc.).
* ensure interviewer panels are diverse.
* make application material accessible, and provide flexibility around how the application can be submitted.
* ensure that interviews are conducted in a flexible and inclusive way (for example, offering potential candidates a variety of interview methods such face-to-face, informal in-person interview, online interview etc.).

### Training

* All employees are offered regular diversity and inclusion training. Diversity training will include raising awareness about issues surrounding diversity and developing diversity management skills and knowledge.

## Enterprise Bargaining Agreement (EBA)

* {Organisation Name} commits to negotiating an inclusive EBA. Inclusions in this may include:
  + flexible work practices to support employees to manage their work and life responsibilities and needs
  + cultural provisions such as ceremonial leave
  + family and community responsibilities leave.

## Office Environment

* It is the responsibility of all employees to:
  + create a work environment that is free from discrimination, harassment and bullying.
  + display inclusive behaviours by valuing all perspectives, and respecting the dignity and diversity of all employees
  + create a work environment where employees feel welcome and are respected, connected, supported and valued.
* It is the responsibility of the management team to:
  + ensure the work environment is physically accessible for all employees

provide accommodations for individuals with a disability and for those with needs related to their religious observance (for example, the inclusion of separate spaces to cater to employees who are new parents, employees who have faith or sensory needs etc.).

## Community programs and partnerships (if not addressed in other policies)

* {Organisation Name} recognises that there are distinct demographic groups that have long been disadvantaged. We recognise that racism, ageism, sexism and other forms of discrimination are problems both for our organisation and society as a whole. {Organisation Name} is committed to tackling cultural stereotypes both within and outside our organisation. We have clear reporting procedures for any type of discrimination or harassment combined with follow-up procedures to prevent further incidents.
* {Organisation Name} combats discrimination in the wider community through partnerships with community-based groups. We work closely with {……….}.

# Related Policies and Procedures

{List your supporting documents here, e.g. registers or forms}

* Induction, professional development and supervision policy (example)
* Preventing workplace bullying, sexual harassment and unlawful discrimination policy (example)
* Workplace Health and Safety (example)
* Employee Grievances, Warnings and Exit (example)

# Supporting Documents

{List your supporting documents here, e.g. registers or forms}

* Human Resources Strategy (example)
* HR metrics and measures (example)

# Review

This document was last reviewed on {Include: date}.