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Equal Opportunity, Diversity, and Inclusion Policy

ASES Standard	<p>Standard 2: Governance</p> <ul style="list-style-type: none"> ▪ Requirement 2.1 Sound Governance <p>Standard 4: People</p> <ul style="list-style-type: none"> ▪ Requirement 4.1 Human Resources Standard ▪ Requirement 4.3 Cultural inclusion Standard
Related Policies	<ul style="list-style-type: none"> ▪ Managing Staff Disputes and Grievance's ▪ Staff Recruitment and Selection ▪ Anti-Bullying and Harassment ▪ Work Health Safety and Wellbeing ▪ Reconciliation Action Plan (RAP)

1. Introduction

TFSS is committed to its equal employment opportunity (EEO) obligations and embraces diversity in the workplace. In doing so, it meets its legal requirements and promotes social justice principles.

- recruitment practices that follow EEO principles
- ensuring a supportive workplace that respects and values diversity of customs, cultures, and beliefs
- ensuring that its services are delivered in a manner that respects and values the customs, cultures, and beliefs of its clients
- preventing harassment or discrimination of any kind
- practices that follow EEO principles
- a work environment that promotes equity and fairness
- compliance with anti-discrimination legislation
- diversity that is valued and tolerance that is promoted within the workplace
- the fair and equal treatment of all TFSS stakeholders.
- This commitment is demonstrated by ensuring that all employment recruitment and promotion is based on merit.

Purpose This Policy and guides consistency, accountability, and good practice in relation to Cultural diversity and cultural inclusion.

Policy Scope: This policy applies to all persons who are engaged with TFSS.

Definitions:

Cultural diversity and cultural inclusion refers to, creating and maintaining a workplace and culture that is respectful of all people including:

- Aboriginal and Torres Strait Islander peoples
- People from non-English speaking backgrounds
- People from diverse racial, religious, or cultural backgrounds
- People with a disability
- Gay, Lesbian, Transgender/gender diverse, Bisexual or Intersex people

2. Procedure

TFSS cultural diversity strategy ensures that:

- diversity and cultural inclusion are incorporated in the organisation's recruitment, induction, and promotion [for both staff and members of the Board]
- staff receive training and education in cultural competency and safety, and how to incorporate these into organisational values, practices, policies, and service delivery
- active recruitment of staff from diverse backgrounds or staff who have previous experience in service delivery to people from culturally and linguistically diverse backgrounds is encouraged
- information on the services and programs is available in languages other than English which reflect the demographics of the target service areas
- active consultation occurs with people from diverse cultural and linguistic backgrounds to identify, prioritising needs and plan service delivery.
- changes to local cultural and linguistic demographics are reviewed in planning for future services
- access policies and procedures are reviewed on a regular basis to ensure there are no barriers to people from cultural or linguistically diverse backgrounds
- harassment or discrimination are not tolerated and that appropriate internal organisation and/or legal protocols, are followed to prevent or address harassment or discrimination
- flexible approaches are adopted in response to clients that recognises and meet cultural and linguistic needs
- respect for cultural or religious customs and health practices including beliefs and taboos are demonstrated
- arrangements for interpreters (including sign language interpreters) in circumstances where

clients are unable to communicate easily in English

- conduct an assessment for clients from culturally and linguistically diverse backgrounds or Indigenous communities in a manner that is culturally appropriate and respectful. This may also include using accredited interpreters where required, or involvement of a larger group of extended family members identified by the client
- information from clients or where appropriate their family/carer about their customs, culture and beliefs where it may affect the provision of service. (e.g., culturally appropriate diet preferences, or religious rituals or the need for staff to be of the same gender as the client) is actively sought
- attempts to meet specific requests from clients, where possible, to demonstrate respect for the client (e.g., assistance in religious practices or help with establishing social networks)
- where possible and if appropriate, that clients have access to TFSS staff from similar cultural or linguistic backgrounds.

1. EEO

All employees at TFSS are treated fairly and equitably. This is achieved by ensuring that no employee is excluded from participation due to his or her race, gender, age, sexuality or ethnicity.

These principles are applied to:

- the process of recruitment
- internal promotion
- the hours of work, which are based on family-friendly practice
- any disciplinary processes, which are maintained according to the organisation's stated policies
- professional development and training, access to which all staff have equally based on their position description and criteria.

2. Anti-discrimination

All employees at TFSS must ensure that the workplace is free of any form of direct or indirect discrimination.

If a staff member believes that he or she is experiencing harassment or vilification in the workplace, then he or she should follow the Managing Staff Disputes and Grievances Policy.

Staff will be appropriately supported and fairly treated throughout the process of investigation.

3. Exemptions from anti-discrimination legislation

In some circumstances, TFSS may be required to create a staff position that is targeted to a particular group so that EEO can be promoted. In these cases, TFSS will apply for an exemption under the *Anti-Discrimination Act 1977* (NSW).

TFSS may establish a position that is targeted to a particular group, in which the attribute of that group is a genuine occupational qualification, without needing to apply for an exemption, as specified in Section 14 of the *Anti-Discrimination Act 1977* (NSW).

3. Responsibilities

Responsibility	Delegation
Uphold EEO principles	ALL
Uphold anti-discrimination legislation	ALL
Ensure that EEO, Diversity and Inclusion is discussed with their teams	Managers, RAP Working Group [RWG]
Point of contact for staff raising a complaint	Contact Officer, HR officer

4. Legislation

For more information on related legislation, please see:

- *Racial Discrimination Act 1975* No. 52
<https://www.legislation.gov.au/Details/C2014C00014>
 - *Sex Discrimination Act 1984* No. 4
<https://www.legislation.gov.au/Details/C2014C00002>
 - *Australian Human Rights Commission Act 1986* No. 125
<https://www.legislation.gov.au/Details/C2017C00143>
 - *Disability Discrimination Act 1992* No. 135
<https://www.legislation.gov.au/Details/C2018C00125>
 - *Age Discrimination Act 2004* No. 68
<https://www.legislation.gov.au/Details/C2017C00341>
 - *Equal Opportunity for Women in the Workplace Act 1999* no. 91
<https://www.legislation.gov.au/Details/C2009C00329>
- Anti-Discrimination Act 1977* No. 48 <https://www.legislation.nsw.gov.au/inforce/f38c7dc7-ba45-ee6e-d61f-9c8e3cbd52cf/1977-48.pdf>

5. Appendices

Appendix: 1 Fair Treatment Policy Statement

Where to go for more Information

- TFSS CEO
- Senior Manger Corporative Services
- Your Manager

Policy Review

This policy replaces TFSS prior policy that relates to Equal Employment Opportunity and Diversity Policy and will be reviewed and will be updated every three years unless a review is triggered earlier due to legislative changes, or changes in business needs.

TAMWORTH FAMILY SUPPORT SERVICE LTD. ONLY:	
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