

DIVERSITY, EQUITY AND INCLUSION POLICY

1 Policy statement

Concern Australia acknowledges and respects the First Nations peoples who are the traditional custodians of the land on which it conducts its business and delivers its services.

Concern Australia recognises the rights of everyone to be respected and valued for who they are and to be treated equitably.

Concern Australia recognises, values and respects the diversity of its community and is committed to achieving equal opportunity in employment, partnerships and delivery of its services.

Concern Australia is committed to a work environment that is free from discrimination, harassment, sexual harassment, bullying, vilification and victimisation.

2 Scope

This policy and related procedures apply to all employees, volunteers, contractors ('workers'), students and organisational representatives under the management and control of Concern Australia.

It applies not only to working arrangements outlined within a written contractual agreement, but also to any form of communication, function or event in which a person acts as a representative of Concern Australia. This includes but is not limited to training seminars, work-related social events, and the use of social media platforms where a person is identifiable as an affiliate of Concern Australia

Our commitment to equal opportunity includes the provision of all services provided by Concern Australia to the community and young people.

3 Definitions

Diversity	<p>The visible and invisible differences that exist between people including (but not limited to) disability, sex, sexual orientation, gender identity and intersex status, age, race, ethnicity, religion, culture, physical impairment and relationship or parental status.</p> <p>Diversity also encompasses the ways people differ in terms of their educational background, life and working experiences, carer responsibilities, socio-economic background and geographical location.</p>
Equity	<p>Ensuring everyone within the workplace is treated in a fair manner according to their individual needs and circumstances and adopting practices which provide everyone with equal opportunity.</p>
Inclusion	<p>Inclusion is valuing a person or group's diversity and actively providing opportunities for their full participation.</p>
Equal opportunity	<p>Equal access to jobs, benefits and services and the right to be treated without discrimination.</p>

Discrimination	Unfair or prejudicial treatment of people and groups based on characteristics such as race, gender, age, sexual orientation or other protected attribute by law.
Harassment	Any unwanted or unwelcome behaviour that offends, humiliates or intimidates a person.
Sexual harassment	Any unwanted or unwelcome sexual behaviour where a reasonable person would have anticipated the possibility that the person harassed would feel offended, humiliated or intimidated.
Bullying	<p>Repeated and unreasonable behaviour directed towards a worker or group of workers that creates a risk to health and safety.</p> <p>Bullying can take different forms including physical, psychological, or indirect.</p> <p>Workplace bullying does not include the taking of reasonable management action, which is carried out appropriately eg allocating work, constructive feedback, performance management.</p>
Vilification	Vilification is behaviour that incites or encourages hatred, serious contempt, revulsion or severe ridicule against another person or group of people because of their race and/or religion.
Victimisation	Victimisation means treating someone badly or unfairly because they have made a complaint about discrimination, harassment, bullying, or racial and religious vilification, or they have helped someone else to make a complaint.

4 Responsibilities

CEO/Executive Team/ Managers	<p>Promote an organisational culture where everyone is treated with respect and dignity.</p> <p>Ensure that all workers understand and implement this policy.</p>
Workers	<p>Treat everyone with respect and dignity in accordance with this policy.</p> <p>Report any breach of this policy to manager/supervisor.</p>
Human Resources	Support the CEO, Executive team, managers and workers to promote an organisational culture which is diverse, equitable and inclusive.

5 Guidelines

5.1 Guiding principles

Concern Australia is committed to the principles of:

- Access
- Equity
- Fairness
- Social justice
- Inclusion

These principles are reflected in Concern Australia's organisational values and are integrated into Concern Australia policies and practices as they relate to workers, clients and partners.

5.2 Diversity and inclusion

Concern Australia is committed to a culture that builds respect, fosters inclusiveness, promotes diversity and embraces the unique skills and qualities of all clients, volunteers and employees.

We value all the unique characteristics that make up each of our personalities, experiences, lifestyles, and ways of thinking as well as ethnicity, race, colour, religion, gender, gender identity, sexual orientation, marital status, age, disability, or other differences.

We strive to attract, develop, and retain a workforce that is as diverse as the communities we serve, and to ensure an inclusive work environment that embraces the strengths of our differences.

5.3 Equal employment opportunity

Concern Australia will ensure that everyone has equal access to employment opportunities based on merit. This includes (but is not limited to) recruitment, induction, supervision, performance management, access to flexible working, access to professional development opportunities and opportunities for promotion or advancement.

5.4 Special measures

The *Equal Opportunity Act 2010* recognises that disadvantaged groups may need special assistance to ensure they receive the same opportunities as everyone else.

Concern Australia may lawfully employ strategies and special measures to improve opportunities for people from under-represented or disadvantaged groups, including making reasonable adjustments to policies, practices and requirements where necessary to provide equal opportunity for individuals.

6 Discrimination and harassment

Concern Australia is committed to eliminating discrimination, harassment, sexual harassment, bullying, vilification and victimisation in all areas of its business and to create an environment which is based on mutual respect, including the use of inclusive language and respectful interpersonal interactions.

Concern Australia does not tolerate discrimination based on any attributes protected by state or federal legislation, including (but not limited to):

- Race, ethnicity, nationality, cultural identity or country of origin
- Sex, gender identity, gender expression or sexuality
- Age, physical appearance, health or medical status (including irrelevant medical record) or ability
- Marital or family status, pregnancy, parenthood, breastfeeding, carer or family responsibilities
- Trade union or employer association activity or political opinion, affiliation or activity
- Religious or spiritual belief or activity
- Irrelevant criminal record
- Association with a person who has, or is believed to have, any of these attributes

Reasonable adjustments will be made for a person with disability if needed for the person to perform the requirements of a role.

Concern Australia will use appropriate language to foster inclusion of workers and clients from diverse backgrounds and will be informed in language choices by the expressed preferences of communities and individuals (including the use of individuals' specified gender pronouns).

7 Non-compliance

Non-compliance with this policy may constitute a breach of the *Code of Conduct* and will be treated seriously by Concern Australia.

All workers have an individual responsibility to raise any suspicion, allegation or report of behaviour that breaches this policy.

Reports of concerns about non-compliance will be investigated and managed in accordance with Concern Australia's *Misconduct Policy*.

Version control

Issue date	Version	Author	Reviewer/Approver	Description of Changes
30/03/2022	1.0	M Wells	Executive Team	New policy

Related documents

Relevant legislation/standards	Associated policies/forms
<i>Occupational Health & Safety Act 2004 (Vic)</i> <i>Age Discrimination Act 2004 (Cwth)</i> <i>Charter of Human Rights and Responsibilities Act 2006 (Vic)</i> <i>Disability Discrimination Act 1992 (Cwth)</i> <i>Equal Opportunity Act 2010 (Vic)</i> <i>Fair Work Act 2009 (Cwth)</i> <i>Fair Work Regulations 2009 (Cwth)</i> <i>Human Rights and Equal Opportunity Commission Act 1986 (Cwth)</i> <i>Racial Discrimination Act 1975 (Cwth)</i> <i>Racial Hatred Act 1995 (amendments to RDA) (Cwth)</i> <i>Racial and Religious Tolerance Act 2001 (Vic)</i> <i>Sex Discrimination Act 1984 (Cwth)</i> <i>Workplace Gender Equality Act 2012 (Cwth)</i>	Code of Conduct Health, Safety and Wellbeing Policy Recruitment Policy Induction Policy Supervision Policy Performance Review Policy Performance Improvement Policy Grievance Policy Complaints Policy Misconduct Policy