

# Diversity Policy



<i>Policy No.</i>	3.15	<i>Created by</i>	Morag Roseby
<i>Approved date</i>	July 2021	<i>Approved by</i>	Melanie Sennett, Morag Roseby, EECAT
<i>Review frequency</i>	Every two years	<i>Last review</i>	July 2022
<i>Supporting Documents</i>	<ul style="list-style-type: none"><li>• Aboriginal and Torres Strait Islanders Service Delivery</li><li>• LGBTQI+ Inclusion</li><li>• Code of Conduct</li></ul>		
<i>Associated Legislation</i>	<ul style="list-style-type: none"><li>• Age Discrimination Act 2004 (Cth)</li><li>• Australian Human Rights Commission Act 1986 (Cth)</li><li>• Human Rights Act 2019 (QLD)</li><li>• Disability Discrimination Act 1992 (Cth)</li><li>• Racial Discrimination Act 1975 (Cth)</li><li>• Sex Discrimination Act 1984 (Cth)</li><li>• Fair Work Act 2009 (Cth)</li><li>• Equal Employment Opportunity Act 1987 (Cth)</li><li>• Privacy Act 1988 (Cth) &amp; Information Privacy Act 2009 (QLD)</li><li>• Workplace Gender Equality Act 2012 (Cth)</li><li>• Workplace Health and Safety Act 2011 (QLD)</li></ul>		

## 1. PURPOSE

The purpose of this policy is to explain and ensure adherence to our legal and ethical responsibilities with regards to creating and maintaining a culturally inclusive and safe environment for all.

## 2. SCOPE

This policy applies to Stepping Stone staff, members, volunteers, students, Management Committee members and Nominated Support Persons.

## 3. POLICY STATEMENT

Stepping Stone recognises, respects, and values the individual differences of each individual engaged in our organisation. We firmly believe diversity fosters a culture that reflects our values and ensures everyone feels accepted and welcome. A culturally diverse community is one that is innovative, economically strong, and socially vibrant, because it is open to a rich diversity of ideas, skills, traditions, and customs. We are also able to attract and retain employees from a wide pool of talent and improves the connection between our people and the people we support.

General individual differences can include but are not limited to:

- Gender
- Age
- Language
- Ethnicity

- Sexual orientation
- Religious beliefs
- Family responsibilities
- Ability

#### 4. PROCEDURES

Stepping Stone will:

- Foster an inclusive environment respectful of all cultural backgrounds and beliefs that welcomes and celebrates diversity
- Foster a workplace culture that is inclusive and embraces individual differences
- Consult with all members and stakeholders to understand their individual needs
- Support all members with opportunities to socialise and build enduring relationships within their local communities
- Provide supports and services in ways that are culturally responsive wherever possible
- Fill employment openings based on merit and with consideration to representing to the community of people we support specifically with culturally and linguistically diverse communities
- Where possible, with one on one work, recruit/match worker with people with the same background as the members
- Ensure employees are trained in or aware of how to provide support in a culturally sensitive way
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- Support all members who do not speak English with appropriate Interpreter services

#### 5. ROLES AND RESPONSIBILITIES

Role	Responsibilities
<b>Leadership team</b>	<ul style="list-style-type: none"> <li>• Ensure all staff, members, volunteers, students and Management Committee are aware of the guidelines for appropriate use.</li> <li>• Demonstrate inclusive leadership practices and model constructive workplace behaviours that promote diversity and inclusion practices.</li> <li>• Communicate the importance of diversity and inclusion in the workplace, and promote appropriate standards of conduct at all times.</li> <li>• Apply ethical decision making in circumstances related to employment and diversity and inclusion targets.</li> </ul>
<b>Staff, members, volunteers, students, Management Committee, NSP.</b>	<ul style="list-style-type: none"> <li>• Respect individual differences and treat all people with dignity.</li> <li>• Contribute to the creation of an inclusive workplace environment that values and utilises the input of people with diverse backgrounds, experiences and perspectives.</li> <li>• Be aware of the guidelines in this policy and how they relate to the principles of diversity and inclusion.</li> </ul>

#### 6. DEFINITIONS

<b>Diversity</b>	<p>Diversity includes characteristics such as age, ethnicity, gender, intellectual and/or physical ability, cultural background, sexual orientation, gender identify, or intersex status.</p> <p>Diversity also refers to less visible aspects such as education, socioeconomic background, faith, marital status, family responsibilities, thinking styles, experience and work styles.</p>
<b>Inclusion</b>	<p>Inclusion is the way an organisations culture, values, workplace and behaviours make a person feel valued, included and able to participate fully. It relates to a work environment where all people are treated fairly and respectfully, with equality of opportunity.</p>