

<b>Name of Policy</b>	<b>Aboriginal and Torres Strait Islander Policy</b>
<b>Description of Policy</b>	This policy describes 4GR Pty.Ltd commitment to providing a diverse, equal and inclusive working and learning environment, which includes ongoing participation with the Aboriginal and Torres Strait Islander community.
<b>Policy Status</b>	New Policy yes Revision of existing policy

<b>Policy written by</b>	Beth Evans
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<b>Policy Reviewed By</b>	Beth Evans
<b>Approval date</b>	October 2019
<b>Approved by</b>	Beth Evans
<b>Date of policy review*</b>	14 <sup>th</sup> October, 2019

\* Unless otherwise indicated, this policy will still apply beyond the review date.

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## **Policy Purpose**

This policy describes 4GR Pty.Ltd commitment to providing a diverse, equal and inclusive working and learning environment, which includes ongoing participation with the Aboriginal and Torres Strait Islander community.

## **Scope of Policy**

This policy covers applies to the staff, students and contractors engaged in 4GR Pty.Ltd activities.

## **Policy Statement**

4GR Pty. Ltd will ensure that diversity, equity and inclusion principles are integrated with and underpin all aspects of our work. These principles include the participation with the Aboriginal and Torres Strait Islander people.

These principles will affect the services that we deliver to all people who could benefit from them as well as the way we treat staff and volunteers and develop and manage an increasingly diverse workforce.

The principles will also impact how we advocate for and work collaboratively with those who need our support, are vulnerable and marginalised, acknowledging their skills and expertise and culture.

## **Relevant Legislation**

Age Discrimination Act 2004 (Cth)

The Racial Discrimination Act 1975 (Cth)

The Human Rights and Equal Opportunity Commission Act 1986 (Cth)

The Disability Discrimination Act 1992 (Cth)

The Racial Hatred Act 1995 (Cth)

Sex Discrimination Act 1984(Cth)

Fair Work Act 2009 (Cth)

Disability Act 2006 (Victoria)

The Equal Opportunity Act 2010 (Victoria)

The Racial and Religious Tolerance Act 2001 (Victoria)

## Aboriginal and Torres Strait Islander Policy

### 1. Commitment

1.1 4GR Pty.Ltd is committed to providing a diverse and inclusive and culturally competent working and learning environment for all Aboriginal and Torres Strait Islander people.

1.2 4GR is committed to recognising the traditional owners of country

### 2. Objectives

2.1 To fulfil this commitment 4GR Pty.Ltd will:

- Give specific acknowledgement and support to the cultures of Aboriginal and Torres Strait Islander Peoples
- Provide a diverse, flexible, safe and creative study and work environment which values and encourages participation from Aboriginal and Torres Strait Islander Peoples
- Create a work and learning environment that is free from discrimination, promotes an understanding of the Aboriginal and Torres Strait Islander community and is culturally respectful and inclusive
- Increase the participation rate and employment outcomes of Aboriginal and Torres Strait Islander people across all 4GR Pty.Ltd activities
- Build and develop a positive working relationship with the Aboriginal and Torres Strait Islander community and relevant stakeholders about improving employment outcomes for Aboriginal and Torres Strait Islanders
- Ensure acknowledgement of traditional ownership is displayed on the Website, on email signature sign off and by way of a poster in the head office.

### 3. Principles

3.1 Develop relationships with Aboriginal and Torres Strait Islander communities

- Basing all interactions on an understanding and respect for the importance that Aboriginal and Torres Strait Islander people place on relationships between people
- Acknowledging, respecting and adhering to the Aboriginal and Torres Strait Islander cultural protocols practised by their individual communities
- Developing communication strategies that are relevant to individual communities
- Ensuring the rights of Aboriginal and Torres Strait Islander people maintain confidentiality concerning aspects of their personal and cultural affairs.
- Attending Annual Meetings with the Wathaurong Aboriginal Co-operative

3.2 Provide an environment where Aboriginal and Torres Strait Islander peoples are encouraged to achieve their full potential.

3.3 Celebrate the knowledge, skills and history of Aboriginal and Torres Strait Islanders and recognise the cultural diversity this knowledge brings to the workplace.

3.4 Provide a workplace and learning environment where cultural, social and religious systems practiced by Aboriginal and/ or Torres Strait Islanders are respected.

3.5 Where possible include representation of Aboriginal and Torres Strait Islander employees across a wide range of areas and levels of the 4GR Pty.Ltd business.

3.6 Provide a culture that is protected through building resilience and wellbeing through the following principles;

- Aboriginal people are born into a broad community of care that consists of immediate family, extended family and the local community
- Aboriginal people's physical, emotional, social, cultural and spiritual needs cannot be met in isolation from each other
- Aboriginal people are interconnected to their history, Country and the cultural practices and stories of the Country
- Elders are highly respected custodians of Aboriginal lore and knowledge and are to be given the respect and deferred to as appropriate, within each community
- Acknowledgement and respecting the cultural practice of 'Sorry Business' to meet the responsibilities and obligations to the community through Loss and Grief
- Capturing Family and extended family details of the community at enrolment

## Related Documents

- Service Delivery Policy
- Recruitment and Selection Policy
- Equal Employment Opportunity Policy
- 4GR Values
- Discrimination, Bullying and Harassment Prevention Policy
- Code of Conduct
- Reasonable Adjustment Policy

## Review

From time to time 4GR may make changes to this Policy and any related policies and documents to improve the effectiveness of its operation.

## Further Assistance

Any staff member who requires assistance with this Policy and Guidelines should speak to one or both of the Directors of 4GR.