Name of Policy	Diversity, Equity and Inclusion Policy
Description of Policy	This policy describes 4GR Pty Ltd commitment to providing a diverse, equal and inclusive working and learning environment
Policy Status	New Policy Yes Revision of existing policy

Policy written by	Beth Evans
Current Version	V4

Approval date	January 2017
Policy reviewed by	Beth Evans
Date of policy review*	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.

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 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.

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 Amendment Act 2013 (Cth)
Fair Work Amendment Act 2018 (Cth)
Disability Act 2006 (Victoria)
The Equal Opportunity Act (2010) Vic
The Racial and Religious Tolerance Act 2001 (Victoria)
Racial & Religious Tolerance Amendment Bill 2019 (Vic)
Workplace Gender Equality Act 2012 (Cth)

Diversity and Inclusion Policy

1. Commitment

1.1   4GR Pty.Ltd is committed to providing a diverse and inclusive working and learning environment for all staff, contractors and students.

2. Objectives

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

- Give specific acknowledgement and support to the cultures of Australian Indigenous peoples
- Recognize and value the multicultural nature of Australian society and of the 4GR Pty.Ltd Community
- Provide a diverse, flexible, safe and creative study and work environment which acknowledges, supports, values and encourages diversity
- Facilitate the contribution and successful participation within 4GR Pty.Ltd business, its workshops and activities, of students and staff from diverse backgrounds
- Emphasise the value of diversity and strengthen its commitment to inclusiveness, in
    - The content and delivery of workshops and sessions, including work experience placements; and
    - the delivery of services across all areas of 4GR Pty.Ltd activities
- Educate students and staff so that they are capable of responding sensitively, sympathetically and justly in any context
- Attempt to redress any unfair, discriminatory or illegal practices which may result or have resulted directly or indirectly from cultural difference, identity and/or context
- Promote activities which celebrate the diversity of its staff and students
- As far as is reasonably practicable, provide culturally appropriate support services for Australian Indigenous and international students and staff
- Provide reasonable adjustment to ensure all students are treated equally and fairly in all 4GR Pty.Ltd activities
- Support any 4GR student in all 4GR activities should they require the use of an advocate.

3. Principles

3.1   Implement practices that maximise a respect for all individuals

- Facilitate and support students to make informed decisions while recognising that the choices made may not be the same as those the staff may have made in similar circumstances or the choice staff might have preferred the students to have made. Students should be informed of the consequences of decisions and decisions should be made voluntarily and without coercion. Duty of care must be considered with the right of informed individuals to take calculated risks.
- Managing a diverse workforce means managing people as individuals by recognising individual differences, contributions and needs in the workplace. It requires the implementation of practices that show respect for all individuals and recognises the value that diversity brings to 4GR Pty.Ltd.

- Provide services to students irrespective of race, religion, politics, age, disability, gender and sexuality. Staff are encouraged to assess their own prejudices to ensure that all students receive the highest standard of learning.
- Plan, design and deliver culturally responsive workshops that encourage responsible risk taking and demonstrate that we recognise the value of our multicultural society.
- Always strive to improve our service delivery, effectiveness and efficiency.
- Strive to create accessible programmes that take into account geographical disadvantage, disability, financial hardship and understanding of English.

3.2   Increase social participation by building an inclusive community and encouraging a greater voice and greater responsibility

- At all times support students to build skills, networks and lifestyle choices that will enable them to participate more fully in their community and to have the life they want.
- Regularly audit our programmes and workshops to ensure that pathways into community exist.
- Support strong and diverse learning environments that are free from discrimination, violence and abuse by confronting intolerance and promoting respect and a sense of belonging for everybody.
- We will ensure a person-centred approach that recognises the strengths, ability and aspirations of individuals in our programs.
- Encourage students to access the complaints and feedback mechanisms that exist in all 4GR programmes. This will ensure that 4GR Pty.Ltd is constantly assessing programmes so that improvements can be made.

3.3   Develop relationships with Culturally and Linguistically Diverse (CALD) and Aboriginal 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 cultural protocols practised by individual communities
- Developing communication strategies that are relevant to individual communities
- Ensuring the rights of CALD and Aboriginal and Torres Strait Islander people to maintain confidentiality concerning aspects of their personal and cultural affairs.

3.4   Promote equal employment opportunity and recognise the benefits of diversity

- The concept of workplace diversity includes the principle of equal employment opportunity (EEO). The EEO policies address continued disadvantage experienced by particular groups of people in the workplace, including women, indigenous Australians, people with disabilities and those who suffer disadvantage on the basis of race, gender identification or ethnicity
- A workplace that reflects the diverse needs of the community will understand its students and stakeholders better, which will lead to improved programmes.
- A diverse workplace will have good communication with its students and stakeholders based on a deep understanding of the needs of the community.

3.5   Provide Reasonable adjustment to ensure all students and staff with a disability are treated fairly and equally

- Consider each student and staffs needs when making decisions
- Create a barrier free and flexible learning and working environment
- Consult with the student and Staff member about the reasonable adjustment process
- Consider a range of format types when providing information to all involved in 4GR Pty.Ltd activities to ensure access and equity

Related Documents

- Training Delivery Policy
- Recruitment and Selection Policy
- Equal Employment Opportunity Policy
- 4GR Values
- Bullying, Harassment and Discrimination Policy
- Code of Conduct
- CALD Procedure
- Aboriginal and Torres Strait Islander Policy
- Reasonable Adjustment Policy
- NDIS Commission Quality & Safeguards Standards

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 your line Manager or both of the Directors of 4GR.