

## Policy

Lifely recognises that to achieve its vision to support participants to live the life of their choice, the organisation must be a leader in relation to workplace inclusion and diversity.

The organisation's policy involves more than just recruiting and selecting a diversity of workers. It also creates an environment that is welcoming and sensitive to the needs of a broad variety of people. This has several facets:

- affording flexibility to workers with obligations.
- being aware of sensitivities of particular groups.
- ensuring social events cater to the needs and interests of a diversity of workers.
- creating a culture that allows feedback of issues from people who have concerns.

Workplace inclusion and diversity involves recognising the value of individual differences and embracing them in the workplace.

The organisation's diversity and inclusion efforts will embrace, but not be limited to, diversity of:

- Age
- Family Responsibilities
- Gender
- Race, nationality, nation of origin or ethnicity
- Socioeconomic background
- Sexual Orientation
- Disability
- Religious belief or lack of religion
- Personality
- Marital Status

Inclusion and Diversity refers to supporting all individuals across the course of their career, irrespective of their background, to bring their whole selves to work. Embracing workplace inclusion and diversity involves developing people management strategies that accommodate differences in the background, perspectives, and family responsibilities of workers.

A worker includes any worker, a contractor or sub-contractor (including a worker of a contractor or sub-contractor), a labor hire worker, an outworker, an apprentice or trainee, a student, a volunteer (including a Board Member). All workers are required to act in the

interests of the organisation, and to notify the organisation when this conflicts with other interests or commitments.

## Objectives

Lifely has a number of objectives in place to continually work towards its vision. These objectives include:

<b>Recruitment</b>	Lifely seek out opportunities to increase the representation of people from diverse backgrounds in the workplace. Lifely recognises and celebrates its multicultural diversity and grows its workforce to reflect the diversity of the Australian population.
<b>Discrimination, Harassment and Bullying</b>	Lifely promotes a truly inclusive workplace where every individual can shine regardless of their gender, gender identity, cultural background, age, sexual orientation, disability, or ethnicity
<b>Leadership</b>	Continuing to take a leadership position on inclusion & diversity practices and setting an example in the broader community
<b>Working Arrangements</b>	Lifely adopts a framework that supports flexible working arrangements including Time Off in Lieu, Leave Policy (Including Family and Domestic Violence) and Family Responsibilities

## Responsibility

The responsibility for implementation lies with every Manager/Team Leader, and all workers, who are responsible for contributing to a working environment free of discriminatory practices.

The CEO is responsible for the following:

- ensuring that Inclusion and Diversity policy is implemented
- overseeing the direction of the organisation's equal employment opportunity (EEO) programs
- training workers on EEO and related issues
- keeping the management group up to date with legislative changes and requirements

All Managers/Team Leader are responsible for the following:

- ensuring that workplace structures and procedures foster diversity and allow workers to manage their work and personal life, subject to business needs.

All workers, incorporating contractors are responsible for the following:

- avoiding acting in a discriminatory or harassing manner to co-workers, suppliers, participants, or Manager/Team Leader
- treating each other with courtesy and respect and fostering good working relationships
- advising their Manager/Team Leader of any issues or incidents that they consider may create discriminatory barriers in the workplace or could be harassment.

## Support

All workers are encouraged to speak up if they become aware of any behaviors inconsistent with this policy. In addition, our Employee Assistance Program is a professional, confidential, and free counselling service available for all workers and their immediate family.

## Outcome:

That Lifely has a process in place that best represents the support and inclusion of all types of diversity.

## Policy Links:

- [HR 002 - Counselling and Disciplinary Warnings Procedure](#)
- [HR 003 - Bullying, Discrimination, and Harassment Procedure](#)
- [HR 005 - Employee Assistance Program Procedure](#)
- [Man 022 - Code of Conduct](#)

## References:

- *Age Discrimination Act 2004*
- *Australian Human Rights Commission Act 1986*
- *Disability Discrimination Act 2010*
- *Fair Work Act 2009*
- *Racial Discrimination Act 1975*
- *Sex Discrimination Amendment (Sexual Orientation, Gender Identity, and Intersex Status) Act 2013*
- *Workplace Gender Equality Act 2012*

## Standards:

NDIS Quality and Safeguard Standards

- NDIS Practice Standards – Rights and Responsibilities
- NDIS Practice Standards – Provider Governance and Operational Management

- NDIS Practice Standards – Provision of Supports

Community Care Common Standards

- Standard 1 – Effective Management
- Standard 2 – Appropriate access and service delivery
- Standard 3 – Service user rights and responsibilities

National Quality Standards – Education and Care Service National Regulations - OSHC

- Quality Area 4 – Staffing arrangements
- Quality Area 7 – Governance and leadership

Child Safety Standards

- Standard 1 – Governance and leadership
- Standard 3 – Code of Conduct
- Standard 4 – Human resource practices

## Departments:

- All Departments

