



Diversity Policy

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1. Statement of Commitment

Oldfields is committed to:

- ⤴ Being a non-discriminatory, diverse, respectful business which grows our workforce to become representative of our Australian culture
- ⤴ Recognising that workforce diversity builds organisational capability and performance through innovation
- ⤴ Recognising people's performance while respecting their individual differences and
- ⤴ Using Affirmative Action to help benefit diverse groups of people in the workforce.

We understand that all individuals are unique and different. At Oldfields we promote diversity by accepting and respecting these differences, and by employing people irrespective of their diversity.

Our business practices that support diversity include:

- ⤴ Promoting equal employment opportunities in our recruitment, selection and employment practices,
- ⤴ Ensuring that our employment practices are compliant with anti-discrimination legislations
- ⤴ Selecting for employment, promotion, training or any other benefit on the basis of aptitude and ability, and
- ⤴ Reviewing employment practices to ensure flexibility in accommodating the changing needs of our employees.

2. Purpose of Policy

The purpose of this policy is to provide diversity and equality in employment to all staff. Oldfields provides all staff with the understanding to operate efficiently in a business and work environment which is free from all expressions of unlawful and unfair discrimination.

All employees, part-time, full-time, temporary or casual will be treated in accordance with the law. Employees will be helped and encouraged to develop their full potential and skills, and the resources of the workforce will be fully utilised with a shared commitment between employers and employees to maximise the efficiency of the organisation.

Diversity is an essential part of building and delivering our business objectives by attracting and retaining skilled employees who improve our business capabilities and performance, and contribute to the achievement of our vision mission and values.

3. Definitions

Word/Term	Definition
Cultural diversity	Means cultural differences based on race, colour, gender, political or religious conviction, language and national or ethnic origin. The term embraces both Indigenous Australian and multicultural perspectives.
Direct Discrimination	Means someone is treated unfairly compared to someone else in the same or similar circumstances, and this is because of their sex, pregnancy, race, age, marital status, homosexuality, disability, transgender status or carers' responsibilities. For example, if an employer won't hire someone just because they are a woman this is likely to be direct sex discrimination.
Discrimination	Means someone is treated unfairly or unequally because they happen to belong to a particular group of people or have a particular characteristic.
Diversity	Refers to the broad spectrum of backgrounds, beliefs, attitudes, social, sexual orientation, economic, age, cultural, political and religious backgrounds of a community.
Equity	Means fairness for all. Treating people equitably does not mean treating all people the same.
Indirect Discrimination	Means a requirement (or rule) that is the same for everyone but has an effect or result that is unequal and unreasonable having regard to the circumstances. Where there is a genuine occupational requirement, discrimination does not apply. For example, if an employer has a policy that does not allow employees to work part time.
Vilification	Means any public act that could incite hatred, serious contempt or severe ridicule of a person, or group of people, because of a difference from others.

4. Application and Scope

4.1 Background

Oldfields employs approximately 130 staff members from diverse geographical, cultural, religious, social and economic backgrounds. Respect for diversity is therefore crucial to maintaining a harmonious environment within all work, managing and training activities at Oldfields.

4.2 Scope

This policy applies to all staff at Oldfields. Visitors and clients to Oldfields facilities can expect to be treated in accord with the principles outlined in this diversity policy.

4.3 Related Oldfields Policies

Oldfields related policies include:

- ⤴ Anti Discrimination & Equal Employment Opportunity Policy
- ⤴ Workplace Bullying Policy
- ⤴ Code of Conduct – Oldfields Staff
- ⤴ Grievance Resolution Policy

5. Legislative Requirements

The following legislative requirements should be taken into consideration in conjunction with this policy:

5.1 *The Anti-Discrimination Act 1977 (NSW)* makes it unlawful to discriminate on the grounds of sex, pregnancy, race, age, marital status, homosexuality, disability, transgender, carer's responsibility, associations, harassment and sexual harassment and various vilifications (race, homosexuality, transgender, HIV/AIDS).

5.2 *The Racial Discrimination Act 1975 (Cth)*, an Act which aims to ensure that everyone is treated equally regardless of their race, colour, descent or national or ethnic background.

5.3 *The Sex Discrimination Act 1984 (Cth)*, makes it unlawful to discriminate in employment on the grounds of a person's sex, marital status, pregnancy or potential pregnancy or to sexually harass another person.

5.4 *The Disability Discrimination Act 1992 (Cth)* provides protection for everyone in Australia against discrimination based on disability.

5.5 *The Age Discrimination Act 2004 (Cth)* prohibits unfavourable treatment because of their age, or because of assumptions made about people of that age.

5.6 *The Human Rights Commission Act 1984 (Cth)* provides for the rights of people with physical or mental disabilities and addresses complaints of discrimination in employment.

5.7 *The Workplace Relations Act 1996 (Cth)* prohibits discrimination in awards and agreements and (subject to some exemptions) in the termination of employment.

5.8 *The Fair Work Act 2009 (Cth)* is an Act that creates a legislative framework for work place relations.

6. Areas of Commitment to Diversity

Oldfields delivers our commitment to diversity in our workforce through a range of initiatives and programmes, which include the following:

6.1 Recruitment and Selection

Oldfields is committed to ensuring that all recruitment and selection activities are on the basis of aptitude and ability, apply equity principles, are non-discriminatory, and primarily focus on selecting the best person for the position.

Oldfields recognises that our staff are very valuable to the company, and aims to attract and retain the finest people to support our business. Employment decisions do not include consideration of characteristics that are prohibited on legal grounds.

6.2 Learning and Development

Oldfields delivers our dedication to diversity in our workforce through learning and development activities. Oldfields provides the opportunity for employees to participate in any learning programs or workshops which apply to their department. Employers and employees are to work together to maintain a shared commitment to learning and development practices in relation to diversity.

6.3 Code of Conduct

The Code of Conduct is a general statement of the standards that Oldfields expects from its staff. The Code has a complementary relationship with detailed policies and procedures of

Oldfields that address issues such as compliance with legislative and other requirements, equal employment opportunity, and prevention of fraud and reporting of corruption. Compliance with the Code whilst working at Oldfields is mandatory, and all employees should familiarise themselves with the Code and related policies, rules and procedures. Non-compliance with the code may be considered a serious breach of employment terms.

6.4 Performance and Reward

Oldfields employees are paid in accordance to the relevant award agreement or their contract of employment. Pay is determined in accordance with the nature of the work undertaken and the department which one is employed in.

Oldfields will ensure that performance evaluations are made on a regular basis, in order to properly assess employees' performance and reward appropriately on a non-discriminatory, legal and ethical basis.

6.5 Flexible working

Oldfields recognises and understands the needs of a diverse workforce who may hold parental and/or family care-giving responsibilities. Oldfields acknowledges this by giving employees opportunities to work flexibly, such as through part-time employment.

7. Lack of compliance with diversity policy

If staff members experience or observe unlawful acts of behaviour at Oldfields, they are encouraged and advised to address the matter to the appropriate person in their area before the problem escalates. The Grievance Resolution Policy outlines the processes for reporting and managing unsuitable or unlawful behaviour.

8. Ongoing Diversity Action Plan

Diversity Initiative	Tasks	Responsibility	Timeline	Outcomes Sought
Develop a best practice that values equity and diversity	Develop the Diversity Policy	Human Resources	Review annually	Recognising the importance of diversity in the workplace
Strong commitment by CEO, the Board and Oldfields Senior Management to principles of diversity	Approve/review the Diversity Policy	CEO and Executive Committee members	Annually	Leadership on adherence to the principles of diversity
Promoting an understanding of diversity within all departments of Oldfields	<ul style="list-style-type: none"> - Ensure all staff have access to the Diversity Policy - Code of Conduct includes key requirements on diversity issues - Induction covers relevant areas 	Human Resources, assisted by all Executive and Senior management	Immediate and annually	Employees recognise, understand and support diversity within the organisation
Create a workplace free from discrimination and unlawful behaviour	<ul style="list-style-type: none"> - Ensure staff are informed of responsibilities under Code of Conduct and the Diversity Policy - Promote an understanding of the legislation - Respectful Workplace Policy implemented 	Human Resources	Biennial	All employees feeling accepted and comfortable to be who they are without the fear of discrimination
Ensuring equal opportunities for all employees in recruitment, selection and employment practices	EEO Policies implemented	Human Resources	Ongoing	People being employed primarily based on aptitude and ability to eliminate discrimination in the recruitment process
Ensuring all performance and reward procedures are non-discriminatory and on a legal basis	Performance Management Policy and Reward and Recognition Policy implemented	Human Resources, All Managers	Ongoing	Eliminate bias and discrimination

9. Specific Measurable Objectives and Targets for 2012/2013

Measurable Objectives	Progress
All job advertisements to specify that Oldfields is an equal opportunity employer and welcomes applications irrespective of the applicants gender, race, etc.	To be audited in June 2013
All shortlists for employment positions in the top three levels of management and for board positions to include at least one female applicant.	To be audited in June 2013
All shortlisted applicants to be interviewed by a female as well as a male staff member prior to a final decision on employment	To be audited in June 2013
Develop online diversity (including discrimination, bullying & harassment) training module for all employees by Dec 2012	All staff currently trained through induction face to face and paper based training.
To include the achievement of the objectives of the Diversity Policy as one of the criteria of the Annual Board evaluation	