


Policy No: SLH024 	Policy Name: Employment Opportunity & Diversity Policy
ASES Standard	Standard 2: Governance <ul style="list-style-type: none"> Requirement 2.1 Sound Governance Standard Standard 4: People <ul style="list-style-type: none"> Requirement 4.1 Human Resources Standard Requirement 4.3 Cultural Inclusion Standard
Contractual Obligation(s)	NSW DCJ Specialist Homelessness Services (SHSs) Funding Agreement: Lead Entity and/or Joint Working Agreements
Related Policies	Employee Recruitment Grievance Complains and Disputes

Applies to: All staff and Management Committee	Version:1
Specific responsibility: Executive Officer	Date Approved: 15/07/2020
	Review Date: July 2023

1. SCOPE

This policy applies to all St Laurence House (SLH) Management Committee members and staff when they are engaged in work at any SLH location.

2. PURPOSE

The purpose of this policy is to ensure that SLH delivers its services in an equitable framework that is free from discrimination.

3. DEFINITION

The variety of difference between people in our organisation. It includes

characteristics such as:

- age;
- gender;
- family responsibilities;

- relationship status;
- race;
- religious belief;
- cultural identity and background;
- ethnicity;
- sexual orientation;
- gender identity;
- intersex status;
- socio-economic background;
- physical and intellectual ability;
- indigenous background; and
- English language skills.

It also extends to differences in backgrounds, perspectives, life experiences, communication styles, education, personality and other belief systems.

4. POLICY

SLH is committed to its equal employment opportunity (EEO) obligations and embraces diversity in the workplace. In doing so, it meets its legal requirements and promotes social justice principles.

SLH is committed to the following principles:

- the recruitment practices that follow EEO principles
- a work environment that promotes equity and fairness
- compliance with anti-discrimination legislation
- diversity that is valued and tolerance that is promoted within the workplace
- the fair and equal treatment of all SLH stakeholders.

This commitment is demonstrated by ensuring that all employment recruitment and promotion is based on merit.

5. PROCEDURE

1. In terms of EEO

All employees at SLH are treated fairly and equitably. This is achieved by ensuring that no employee is excluded from participation due to their race, gender, age, sexuality or ethnicity.

These principles are applied to:

- the process of recruitment
- internal promotion
- the hours of work, which are based on family-friendly practice
- any disciplinary processes, which are maintained according to the organisation's stated policies
- professional development and training, access to which all staff have equally based on their position description and criteria.

2. In terms of anti-discrimination

All employees at SLH must ensure that the workplace is free of any form of direct or indirect discrimination.

If a staff member believes that he or she is experiencing harassment or vilification in the workplace, then he or she should follow the SLH Staff Disputes and Grievance Policy. Staff will be appropriately supported and fairly treated throughout the process of investigation.

3. In terms of exemptions from anti-discrimination legislation

In some circumstances, SLH may be required to create a staff position that is targeted to a particular group so that EEO can be promoted. In these cases, SLH will apply for an exemption under the *Anti-Discrimination Act 1977* (NSW).

SLH may establish a position that is targeted to a particular group, in which the attribute of that group is a genuine occupational qualification, without needing to apply for an exemption, as specified in Section 14 of the *Anti-Discrimination Act 1977* (NSW).

4. In terms of higher duties

When there is an opportunity to fill a position requiring higher duties, the Executive Officer will:

- offer a recommendation to the Management Committee regarding a potential internal candidate
- advise the Management Committee regarding how the appointment reflects the staff members' current position, or how the appointment will support continuity within the position.

If there is more than one suitably qualified staff member, then the Executive Officer will ask each member to submit an expression of interest.

6. RESPONSIBILITY

Responsibility	Delegation
Uphold EEO principles	All staff of SLH and all members of the Management Committee
Uphold anti-discrimination legislation	All staff of SLH and all members of the Management Committee

7. LEGISLATION

For more information on related legislation, please see:

- *Racial Discrimination Act 1975* No. 52
<https://www.legislation.gov.au/Details/C2014C00014>
- *Sex Discrimination Act 1984* No. 4
<https://www.legislation.gov.au/Details/C2014C00002>
- *Australian Human Rights Commission Act 1986* No. 125
<https://www.legislation.gov.au/Details/C2017C00143>
- *Disability Discrimination Act 1992* No. 135
<https://www.legislation.gov.au/Details/C2018C00125>
- *Age Discrimination Act 2004* No. 68
<https://www.legislation.gov.au/Details/C2017C00341>

- *Equal Opportunity for Women in the Workplace Act 1999* no. 91
<https://www.legislation.gov.au/Details/C2009C00329>
- *Anti-Discrimination Act 1977* No. 48
<https://www.legislation.nsw.gov.au/inforce/f38c7dc7-ba45-ee6e-d61f-9c8e3cbd52cf/1977-48.pdf>

7. APPENDICES

NONE

8. REFERENCES

- Local Community Service Association: Sector Development, Policy Development
<https://www.lcsansw.org.au/>
- Institute of Community Directors: Policy Bank
<https://www.communitydirectors.com.au/icda/policybank/>

9. REVIEW

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Every Three Years	Executive Officer	Management Committee

Policy review and version tracking			
Review	Date approved	Approved by	Next review date
Version 1	15-07-2020	Management Committee	July 2023
Version 2			
Version 3			