



## **EMPOWERING YOU** DISABILITY SERVICES

# DIVERSITY AND INCLUSION POLICY

The Respectful Workplace Policy outlined a set of rules of conduct and performance that all persons in our workplace must observe.

All persons in our workplace include:

- The Employer
- The Employers employees, agency staff, contractors, clients, customers, visitors, and/or service providers including suppliers and delivery personnel
- Any of the Employers related business entities

Those who fail to comply with the Workplace Expectations may face disciplinary action and, in serious cases, termination of their employment or engagement.

### **Equal Employment Opportunity**

We are committed to Equal Employment Opportunity for all where merit requires an objective assessment of a person's abilities, qualifications, experience, and performance.

We vow to provide a positive, fair, and safe work environment free from all forms of unlawful discrimination or harassment.

### **Discrimination**

(a) Discrimination occurs when a person is treated less favourably than another person as a result of that person's individual characteristics, or because that person belongs to a particular group.

(b) Discrimination on the basis of the following characteristics is unlawful:

- (i) race (including colour, nationality, religion, ethnic or ethno-religious origin)
- (ii) sex (including marital status, pregnancy or potential pregnancy, breastfeeding)

(iii) sexuality (including sexual preference, gender identity, intersex status, or homosexuality)

(iv) disability (including physical, psychiatric, or intellectual disabilities)

(v) age

(vi) illness or injury

(vii) parental status or responsibilities as a carer

(viii) membership or non-membership of a union

(c) No employee is permitted to engage in discriminatory conduct in relation to treatment of other employees, contractors, customers, and visitors, (including

(d) Discrimination can be either direct or indirect.

### **What should employees who have a complaint do?**

(a) Empowering You Disability Services aims to resolve all complaints about discrimination which may arise at the workplace. We can only do this if employees inform the company about their complaints.

(b) Empowering You Disability Services aims to treat all complaints about discrimination seriously, quickly, and as confidentially as is reasonably possible.

(c) If you think you are being unlawfully discriminated against, you should not ignore the conduct, hoping it will go away. If you can, you should speak to the person responsible for the conduct and ask that person to stop. If you do not feel that you can do this, or it doesn't work, you should talk to your manager.

(d) Your manager may be contacted at any time to discuss any complaint or enquiry. You may approach them for general advice or to discuss any issue.

(e) The human resources department may also investigate complaints. Depending on what you want and on the nature of the complaint, it might be appropriate for Empowering You Disability Services to make a formal determination about what has happened, and to make a decision about what the consequences should be.

## **Review and Revision**

This Diversity and Inclusion Policy will be reviewed annually, or more frequently, if necessary, to ensure its continued effectiveness and relevance.