

Diversity and inclusion

Audience

This policy applies to all members, volunteers and employees of Rachie's Retirement Home Inc. collectively referred to as participants. This policy outlines the association's commitment to providing a workplace that embraces diversity and inclusion.

Policy statement

- The rescue supports its participants by building an inclusive, culturally capable and diverse workforce that reflects our community.
- This policy is supported by the association's Code of Conduct and the goal of creating an inclusive culture that promotes the performance and wellbeing of our participants irrespective of family responsibilities, marital status, age, disability, race, religion, political beliefs, gender identity or sexuality.
- The rescue is committed to eliminating unlawful discrimination, workplace bullying, sexual harassment and victimisation through modelling inclusive leadership, and promoting an inclusive and respectful workplace culture.

Principles

- **The association values diversity and inclusion as a key people management priority.** Embracing a workplace culture of diversity and inclusion is not only the right thing to do; it enables participants to feel safe and valued; leading to a more effective rescue team.
- **Our participants are able to participate fully and be the best they can be.** We embrace the unique diversity, skills and qualities of our participants to assist us in developing a safe, equitable, culturally appropriate, flexible and inclusive working environment which empowers team members to grow and develop.
- **Our participants are treated fairly and with respect.** We treat everyone fairly and equitably and we acknowledge our participants have a wealth of knowledge, skills and capabilities. We consistently demonstrate appropriate workplace behaviours; we listen, engage, and understand our participants and respond appropriately to their individual needs and changing circumstances.
- **We are all responsible for workplace diversity and inclusion.** The building and modelling of positive, respectful and inclusive behaviour, and the valuing of diversity and diversity of opinions within our workforce is vital to ensuring a constructive workplace culture. Workplace diversity and inclusion is everybody's responsibility and all participants should understand and be committed to the role they play.
- **We are accountable and monitor and measure outcomes.** Executives are accountable for diversity and inclusion outcomes through proactive and responsive policy development. Managers and leaders will demonstrate commitment to achieving

outcomes through promoting and reinforcing positive inclusive behaviours and through reporting and feedback.

Requirements

All participants

- Respect individual differences and treat all people with dignity.
- Contribute to the creation of an inclusive workplace environment that values and utilises the input of people with diverse backgrounds, experiences and perspectives.
- Be aware of all participants' responsibilities under the Code of Conduct, and how they relate to the principles of diversity and inclusion.

Additional requirements those in managerial and leadership roles

- Build on existing approaches, to foster diversity of thinking, and a deep appreciation of understanding and serving a diverse community.
- Demonstrate inclusive leadership practices and model constructive workplace behaviours that promote diversity and inclusion practices.
- Communicate the importance of diversity and inclusion in the workplace, and promote appropriate standards of conduct at all times.
- Apply ethical decision-making in circumstances related to employment and diversity and inclusion.

Additional requirements for Executives

- Champion, lead and promote inclusion and diversity through inclusive leadership and modelling behaviours.
- Drive performance by creating a strong and dynamic working environment that effectively accesses the potential of all employees.
- Consult and adopt contemporary approaches to inclusion and diversity issues in policies, practices and systems that support our employees and better reflect the community we operate in.
- Know, validate and promote statistical information associated with diversity and inclusion where it relates to the rescue.

Breaches

Breaches of this policy may be actioned under the Code of Conduct where appropriate, and outcomes may include but are not limited to formal warning, termination, and/or education, as well as process and protocol changes and review.

Review

The management committee is responsible for the review and oversight of this policy. Management will periodically review the effectiveness of this policy, its objectives and the

strategies to achieve the objectives and the division of responsibilities and accountability for developing and implementing diversity and inclusion initiatives across the organisation.

Resources

The following resources are offered to assist all participants at all levels in their endeavours to be inclusive and challenge discrimination.

- HASS Glossary of inclusive language and useful terminology:
<https://www.humananimalsupportservices.org/toolkit/glossary-for-animal-welfare-organizations-and-diversity-equity-and-inclusion/>
- Queensland Government Inclusion and Diversity Commitment, with links to legislation and group specific action plans:
<https://www.forgov.qld.gov.au/inclusion-and-diversity-commitment>
- Volunteering Australia National Standards:
https://volunteeringqld.org.au/docs/VA_National_Standards.pdf