

<b>POLICY:</b>	<b>DIVERSITY</b>		
<b>SECTION:</b>	Human Resources	<b>REFERENCE:</b>	HR 56
<b>EFFECTIVE:</b>	December 07	<b>SUPERSEDES:</b>	No Previous
<b>APPROVED:</b>	M. Clisby	<b>PAGE:</b>	1 of 3

## Introduction

As an organisation operating within a diverse national and international community, Oxfam Australia is committed to developing policies, practices and ways of working that support diversity.

This commitment to diversity will also be reflected in the varied backgrounds of our staff and volunteers in Australia as well as in the international communities in which we work. Oxfam Australia recognises that promoting a diverse workforce enriches our work and impact. Diversity fosters an environment of mutual learning as well as of respect, dignity, openness to other cultures and an appreciation of differences and other perspectives.

## Scope

This policy applies to all Oxfam Australia staff and volunteers based both overseas and in Australia.

## Definition

Diversity refers to the visible and invisible differences that exist between people, such as gender, culture, race, ethnic origin, physical and mental ability, sexual orientation, age, economic class, language, religion, nationality, education, and family/marital status. It also refers to diverse ways of thinking and ways of working.

Oxfam Australia seeks to integrate diversity across our organisation by supporting a two way learning process and openness to other cultures, and encouraging the employment of staff and volunteers from a number of identified priority groups. These are currently:

- Aboriginal and Torres Strait Islander peoples (ATSI)
- Women (at management level)
- Culturally and linguistically diverse backgrounds (CALD)
- People with a Disability (PWD)
- Gay, Lesbian, Bisexual, Transgender and Intersex people (GLBTI)

The diversity policy will in no way be limited to these groups and can be expanded to include other priority groups as required.

## Principles

Oxfam Australia recognises the following:

- All individuals have the right to work and volunteer in a climate characterised by mutual respect and integrity that enables them to reach their full potential.
- The disadvantage faced by Aboriginal and Torres Strait Islander Peoples within Australia, affirm their significant place and identity as

POLICY:	<b>DIVERSITY</b>		
SECTION:	Human Resources	REFERENCE:	HR 56
EFFECTIVE:	December 07	SUPERSEDES:	No Previous
APPROVED:	M. Clisby	PAGE:	2 of 3

First Australians, and Oxfam's commitment to reconciliation between Aboriginal and Torres Strait Islander Peoples and other Australians (see *Reconciliation Action Plan*).

- The need for balanced representation of women and men at all levels, and in key organisational and management decisions.
- That some diversity issues, particularly as they relate to gender operate differently across the agency and particularly in the Field.
- The rights and abilities of people with disabilities in the workplace.
- The fact that we work with and within culturally and linguistically diverse communities should be reflected in our workforce and in our organisational practices.

## **Responsibilities**

Oxfam Australia is responsible for creating a culture that encourages respect and welcomes individual differences together with a range of different value systems. We aim to promote our diversity practices and value staff input into new and creative ways to promote diversity. This includes:

- Facilitating a management culture that values and promotes diversity.
- Encouraging the contribution and successful participation of staff and volunteers from diverse backgrounds.
- Enhancing the visibility of diverse groups within the organisation.
- Ensuring staff and volunteers are aware of their rights and responsibilities.

**Managers** are responsible for understanding their role in promoting diversity within the organisation, communicating and implementing policies and procedures effectively and working with staff to integrate the values of diversity into employment practices.

**Staff** are responsible for understanding this policy and incorporating it into their daily work practices.

## **Framework for integrating diversity in employment**

### **Policy**

Oxfam Australia is responsible for developing, implementing, maintaining and communicating appropriate policies and initiatives that embody and action our values of diversity. This will incorporate an analysis of target groups and job categories, and reference to relevant diversity statistics to guide policy decisions and action plans/initiatives.

### **Recruitment and selection**

Oxfam Australia is responsible for promoting an approach to recruitment that includes a consideration and understanding of diversity. Appropriate training and resources will be made available to those responsible for recruitment

<b>POLICY:</b>	<b>DIVERSITY</b>		
<b>SECTION:</b>	Human Resources	<b>REFERENCE:</b>	HR 56
<b>EFFECTIVE:</b>	December 07	<b>SUPERSEDES:</b>	No Previous
<b>APPROVED:</b>	M. Clisby	<b>PAGE:</b>	3 of 3

including: recruitment strategies (which may vary for different job categories) and guidelines; interview questions; methods of reference checking.

*Refer also related policy: Recruitment & Selection*

### **Training and Support**

Oxfam Australia will ensure that all new staff are aware of the contents of the Diversity policy when they join the organisation by including it in the Oxfam Australia induction as well as providing relevant resources and support relating to diversity practices. All new and existing managers will receive training in the implementation of this policy and related procedures.

*Refer related policies: Learning & Development*

### **Monitoring**

Oxfam Australia will ensure that our diversity practices are monitored to inform policies and action plans. This will be with reference to external information such as relevant legislation and best practice within other organisations. Internally we will consider EEO data from organisational recruitment processes, data collected via our employee opinion survey, WILAH and other surveys and grievances. Oxfam Australia will include questions about the management of diversity in our exit interviews.

This policy will be reviewed on an ongoing basis to reflect changes in the law, demographics and agency priorities. The OD & HR Director will lead and approve policy review and revision as appropriate.