

POLICY OF OXFAM AUSTRALIA AND OXFAM TRADING

HR205 DIVERSITY POLICY



Purpose

The Purpose of this Policy is to demonstrate Oxfam’s commitment to ensuring a diverse workplace, to promote a consistent approach to diversity across the organisation and to guide decision making and action in relation to diversity.

Scope

This policy applies to all stakeholders including-

- board members
- all employees (Oxfam Australia and Oxfam Trading), including: managers and supervisors; full-time, part-time or casual, temporary or permanent employees; job candidates; student placements, contractors, sub-contractors and volunteers
- all aspects of employment, including but not limited to: recruitment and selection; conditions and benefits; training and promotion; task allocation; shifts; hours; leave arrangements; workload; equipment and transport

Policy Statement

Oxfam is committed to providing a diverse work environment that is consistent with our values and complies with equal opportunity in employment law and legislation. It is the intention of Oxfam to ensure, as far as is reasonably practicable, that all stakeholders find the workplace to be embracing of all forms of diversity as outlined in the definition captured below.

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.

Principles

OUA is committed to the principles of workplace diversity and has outlined a framework for integrating the following diversity principles in to the organisation’s practice as part of this policy

- 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.
- Affirm the significant place and identity Aboriginal and Torres Strait Islanders hold as First Australians, and continue Oxfam’s commitment to reconciliation between Aboriginal and Torres Strait Islander Peoples and other Australians.
- The need for balanced representation of women and men at all levels, and in key organisational and management decisions.
- 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.

Framework for integrating diversity in employment at Oxfam Australia

Policy

Oxfam Australia is responsible for developing, implementing, maintaining and communicating appropriate policies and initiatives that embody and action diversity. This will include and reference 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, including: recruitment strategies and guidelines; interview questions; methods of reference checking and short-listing matrix.

Training and Support

All new employees are provided with this policy as part of their induction. Diversity training will be available for employees and managers through structured training sessions.

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 laws, legislation and best practice within other organisations. Internally we will consider data collected at point of recruitment, employee surveys and exit. This policy will be reviewed on an ongoing basis to reflect changes in the law, demographics and organisation priorities. The Associate Director HR/OD will lead and approve policy review and revision as appropriate.

Contract Management

Oxfam Australia is committed to ensuring that individuals and organisations that we partner with are committed to diversity in the delivery of work and programs on behalf of Oxfam, by ensuring diversity factors in to selection, monitoring and review process for contracts.

Responsibilities

The entire Oxfam community has a collective and individual responsibility to ensure diversity is at the forefront of all decisions and interactions in all facets of their work.

Managers are responsible for

- understanding their role in promoting diversity within the organisation
- communicating and implementing policies and procedures effectively
- recognising the full range of skills, knowledge and experience of employees and volunteers, including language and culture
- building cohesive teams, by improving cross-cultural communication and understanding
- providing opportunities and encouraging participation in training

All stakeholders are responsible for understanding

- their role in promoting diversity within the organisation
- this policy and incorporating it into their daily work practices.

Related Documents

This policy is to be read in conjunction with:

- 1) Oxfam Australia Values
- 2) Workplace Flexibility Guideline
- 3) Part-time / Job-share Guideline
- 4) Aboriginal and Torres Strait Islander Employment Strategy
- 5) HR 202 - Work Health Safety Policy
- 6) HR 211 - Workplace Discrimination and Harassment Policy
- 7) HR 212 - Domestic and Family Violence Policy

Information about this policy

HR205 – Diversity		Effective:	April 2016
Version: 1	Supersedes: HR 56	Next Review:	April 2018
Policy Owner: Chief Operating Officer	Approved: Tony McKimmie	Signature:	