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Policy

Equal Opportunity and Diversity

Policy Statement

Burke and Beyond is committed to providing a safe, respectful, and inclusive environment. We recognise that diversity is essential in ensuring the well-being and empowerment of our participants and enriches our organisation.

Objective

This policy outlines our commitment to diversity and sets out the principles and practices that guide our service delivery, recruitment and organisational decision-making.

Scope

This policy applies to all participants staff members, volunteers, contractors and stakeholders, of Burke and Beyond. It encompasses all aspects of Burke and Beyond's operations, including service delivery, recruitment, hiring, professional development, community engagement, and organisational culture.

Principles

Burke and Beyond values differences in race, ethnicity, gender, gender identity, sexual orientation, age, cognition, social class, physical abilities, religious or ethical values systems, and many other facets of human diversity.

We encourage participants to express their values, identities, and experiences. We involve participants in decision-making and review to ensure our services are respectful and considerate of individual differences.

We are committed to staff training and development to enhance cultural competence and responsiveness, diversity awareness, and inclusive leadership. We seek feedback from individuals, families, and employees to improve our services and practices continually.

Practices:

Cultural Awareness Training: All staff members undergo cultural awareness training to develop an understanding of cultural diversity, unconscious biases, and diversity principles.

Language and Communication Support: Information and resources are available in multiple languages to promote accessibility and understanding. We encourage the use of translation services by individuals who require assistance communicating in their preferred language or dialect.

Responsive Service Delivery: We adapt programs and supports to meet the cultural and linguistic needs of our participants. This may include collaborating with cultural liaisons, community leaders, and interpreters to ensure culturally appropriate supports.

Respect for Cultural Practices: We respect and accommodate cultural practices, traditions, and beliefs in our service delivery. We work collaboratively with individuals and families to integrate cultural customs and preferences into our programs.

If we are unable to support this due to logistical, safety, or other reasons the relevant Coordinator or Manager will work with the participant and families to identify solutions. The General Manager Service Delivery (GMSD) may be involved to facilitate discussions and find mutually acceptable solutions.

Community Engagement: We engage with diverse communities and stakeholders to ensure that our programs and services are culturally responsive and relevant. We collaborate with community



organisations, advocacy groups, and cultural leaders to promote diversity, equity, and inclusion within our organisation.

Feedback and Complaints: We have established a feedback and complaints mechanism that allows stakeholders to raise concerns or provide feedback regarding diversity. All feedback is taken seriously, investigated, and used to improve our services and practices.

Recruitment and Hiring: We strive to recruit and hire a diverse workforce that reflects our communities. We employ inclusive hiring practices, including unconscious bias training for hiring managers.

Zero Tolerance for Discrimination: We maintain a zero-tolerance policy for discrimination, harassment, or any form of prejudice based on any aspect of diversity. Incidents of discrimination are taken seriously, promptly investigated, and addressed following our Inappropriate Behaviour (Bullying, Harassment and Discrimination Policy).

Implementation and Review

This policy will be available on SupportAbility and publicly available on the website, all new staff will be directed to read this policy as part of their induction. This policy is made available to participants in conversation groups and via the website.

This Policy will be reviewed every three years and following significant incidents if they occur. Improvements to this document can be made by completing a suggestion and improvement form, attaching any suggested amendments and forwarding to your manager and/or the Quality Manager for review.

Administration:

Standards related to:	Individual Values and Beliefs Human Resources	
Legislation or external reference documents:	Charter of Human Rights and Responsibilities Act 2006 (Vic) Equal Opportunity Act 2010 (Vic) Disability Discrimination Act 1992 (Commonwealth) Racial and Religious Tolerance Act 2001 (Victoria) Occupational Health and Safety Act 2004 (Victoria) Workplace Gender Equality Act 2012 (Commonwealth) Age Discrimination Act 2004 (Commonwealth) Australian Human Rights Commission Act 1986 Sex Discrimination Act 1984 Child Safe Standards	
Related Policies or Procedures:	Code of Conduct Model of Supports Aboriginal or Torres Strait Islander Policy Feedback Policy Performance Development and Training Procedure Inappropriate Behaviour (Bullying, Harassment & Discrimination) policy.	
Reviewing and approving this policy		
Frequency	Person responsible	Approval
Every 3 years	Manager Quality and Risk	CEO

Indexing:

Policy reviews and version tracking



Review	Approved	Approved by	Next Review Due
1	21/09/2020	Bruno Cyr	2023
2	11/04/2024	Lisa Sawatzky	2027