

Diversity, Equity and Inclusive Behaviours

Document Type:	Policy	Document No.:	WHS64	Version No.:	1.1
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Implementation Date: 1/06/2024 **Review Date:** 1/06/2027

1.0 Introduction

Wesley Research institute (WRI) is committed to the creation of an environment that is inclusive, equitable, diverse and safe from bullying, harassment, victimisation and discrimination.

2.0 Purpose

The purpose of this policy is to establish the principles that form the foundations of diversity, equity and inclusion at the institute, and the framework for the management of bullying, harassment, victimisation and discrimination.

3.0 Scope

This policy is applicable to all employees of the institute (including full-time, part-time, casual and secondment arrangements), and all persons performing or participating in work at the direction of, in connection with, or on behalf of the institute (for example board directors, committee members, contractors, subcontractors, honorary fellows, volunteers, consultants, students, temporary staff, collaborators and research participants), collectively referred to in this policy as 'Workplace Participants'.

This policy is not limited to the workplace or working hours, and includes all work related events, including lunches, functions, fundraising events, meetings and conferences.

4.0 Principles

4.1 Equal Opportunity

Discrimination, vilification, sexual harassment, victimisation and bullying are a breach of Equal Employment Opportunity (EEO) workplace law and thus are strictly prohibited.

4.2 Gender Equality

The institute is committed to its obligations under the Gender Equality Act 2012 (Cth) ('the Act'), by ensuring that its practices eliminate discrimination and contribute to gender equality in the workplace. For example, to:

- Promote gender equality (including equal remuneration for women and men) in the workplace;
- Remove barriers to full and equal participation of women in the workplace, in recognition of the disadvantaged position of women in relation to employment matters;
- Eliminate discrimination on the basis of gender in relation to employment matters (including in relation to family and caring responsibilities);
- Foster workplace consultation with employees on issues concerning gender equality in the workplace; and
- Improve the productivity and competitiveness of the institute through the advancement of gender equality.

4.3 Diversity, Equity and Inclusion

Diversity of Workplace Participants provides opportunities for creativity, learning and innovation, as well as to engage and retain a broader talent pool. An equitable workplace is one that proactively ensures all Workplace Participants are able to fully participate, by providing appropriate supports to address systemic disparities. An inclusive workplace celebrates the strengths that come from diversity and actively works to achieve equity. The principles proposed by the institute include:



- have an equitable and inclusive workplace where all Workplace Participants feel valued, respected, and safe;
- celebrate employees of all ages, cultural background, health status, disability, ethnicity, sex, gender identity, marital or family status, carer status, religious belief, sexual orientation, neurodiversity or socio-economic background, perspective, and/or experience;
- leverage the experiences, backgrounds, ideas, insights, skills, and qualities of a diverse workforce to achieve the institute's strategy;
- create an environment where Workplace Participants feel safe to speak up and take action against behaviours that negatively impact themselves or others;
- provide forums and communities where employees can genuinely advocate for change and grow their sense of belonging;

- ensure timely action is taken when a Workplace Participant speaks up and appropriate feedback is provided to the Workplace Participant on the actions taken;
- deliver a welcoming experience for Workplace Participants, ensuring they feel safe, included and supported in moments that matter for them;
- equip leaders with tools and training to support diversity, equity and inclusion that create a safe workplace and drives high engagement;
- support accessibility for our Workplace Participants and provide appropriate adjustments to the work environment to ensure it is equitable and inclusive for all; and
- take a leadership position on diversity, equity, and inclusion, advocating for positive change in our industry and in the community.

4.4 Grievance Handling

If a Workplace Participant has been subjected to any form of unlawful conduct contrary to EEO or Gender Equality laws or this policy, it must be reported. Reporting options include:

- Addressing the issue with the person concerned if the Workplace Participant is comfortable doing so;
- Reporting the issue to their supervisor; or
- Reporting the issue to UnitingCare Queensland Human Resources.

If an employee is uncertain about how to handle a situation or is unsure if they want to make a complaint, they should contact UnitingCare Queensland Human Resources for support and guidance.

Depending on the nature of the allegation, a formal or informal grievance procedure may be followed. All parties in the grievance procedure must maintain confidentiality at all times, unless it is necessary to speak with other personnel as part of an investigation. If an investigation results in a finding that a person has engaged in unlawful conduct or breach of this policy, the Chief Executive Officer (CEO) in consultation with UnitingCare Queensland Human Resources will determine disciplinary action.

4.5 Contact Officer

The Contact Officer is an additional point of contact for Workplace Participants with enquiries related to discrimination or harassment in the workplace.

The Contact Officer provides assistance to Workplace Participants who may have been subjected to discrimination or harassment and supports the institute's management in the prevention and elimination of such behaviour in the workplace.

4.6 Breach of Policy

Workplace Participants are required to comply with this policy at all times.

- If an employee breaches this policy, they may be subject to disciplinary action. In serious cases, this may include termination of employment.



- All other Workplace Participants who are found to have breached this policy may have their role and activity with the institute terminated or not renewed.

If a person makes an unfounded complaint or a false complaint in bad faith, that person may be disciplined and it may also create liability for that person under defamation.

4.7 Dispute Resolution

If any of the parties are not satisfied with the way the grievance was handled or the outcome of the grievance process, they can contact the CEO. The grievance handling process and/or outcome may then be reviewed by the CEO. If a review is undertaken, the CEO decision will be final.

The institute's goal is to resolve issues in-house whenever possible. Workplace Participants can seek the assistance of an outside agency if they feel that their grievance has not been adequately addressed.

4.8 More Information

If a Workplace Participant is unsure about any matter covered by this policy, or requires more information, they should seek the assistance of their supervisor or UnitingCare Queensland Human Resources.

Outside agencies include, but are not limited to, the Australian Human Rights Commission (Toll Free: 1300 656 419) and the Queensland Human Rights Commission (Toll Free: 1300 130 670).

5.0 Roles and Responsibilities

All Workplace Participants must:

- Understand and comply with this policy;
- Ensure they do not engage in unlawful conduct towards other Workplace Participants, customers/clients or others with whom they come into contact through work;
- Ensure they do not aid, abet or encourage other persons to engage in unlawful conduct;
- Follow this policy if they experience any unlawful conduct;
- Report unlawful conduct they see occurring to others in the workplace; and
- Maintain confidentiality if they are involved in grievance handling.

Workplace Participants should be aware that they can be legally responsible for unlawful conduct. Workplace Participants, who aid, abet or encourage other persons to engage in unlawful conduct, can also be legally liable.

6.0 Definitions

Term	Definition
Bullying	Repeated and unreasonable behaviour directed towards a person or a group of people that creates a risk to health and safety.
Discrimination	<p>Direct Discrimination:</p> <ul style="list-style-type: none"> • Occurs when a person or people is treated unfairly or is harassed because of an attribute or personal characteristic, such as: age, disability, family responsibilities, gender, race, nationality, cultural background, political belief or activity, pregnancy, breast feeding, relationship status, religious belief or activity, sexual orientation, union activity. <p>Indirect Discrimination:</p> <ul style="list-style-type: none"> • Occurs when an employer imposes a policy, requirement, or condition, which applies to everyone equally but in fact operates to the disadvantage of a particular group because of a characteristic of that group, such as their gender, age, race (i.e. a prohibited ground of discrimination). • Occurs where a Workplace Participant harasses another person based on a ground of discrimination, which is unwelcome conduct that a reasonable person would expect to offend, humiliate or intimidate.

Fair	Free from bullying, harassment, victimisation and discrimination.
Grievance	Complaint by a staff member about a problem or concern in relation to something affecting his or her employment with the institute, which they seek to resolve.
Harassment	Unwelcome behaviour that intimidates, offends or humiliates a person or group of people because of any personal characteristic.
Sexual Harassment	Any unwelcome conduct of a sexual nature that is done either to offend, humiliate or intimidate another person, or where it is reasonable to expect the person might feel that way. It includes uninvited physical intimacy such as touching in a sexual way, uninvited sexual propositions, and remarks with sexual connotations.
Victimisation	The unfair treatment of another person or group of people as a result of an action taken by those people or an individual.
Vilification	A public act which incites hatred, severe contempt or severe ridicule of a person or group, because of race, religion, sexuality or gender identity.
Workplace Participant	All employees of the institute (including full-time, part-time, casual and secondment arrangements), and all persons performing or participating in work at the direction of, in connection with, or on behalf of the institute (for example board directors, committee members, contractors, subcontractors, honorary fellows, volunteers, consultants, students, temporary staff, collaborators and research participants), collectively referred to in this policy as 'Workplace Participants'.

7.0 References and Related Documents

7.1 References

- 7.1.1. Criminal Code 1889 (Qld)
- 7.1.2. Crimes Act 1914 (Cth)
- 7.1.3. Fair Work Act 2009 (Cth)
- 7.1.4. Age Discrimination Act 2004 (Cth)
- 7.1.5. Equal Opportunity for Women in the Workplace Act 1999 (Cth)
- 7.1.6. Australian Human Rights Commission Act 1986 (Cth)
- 7.1.7. Sex Discrimination Act 1984 (Cth)
- 7.1.8. Racial Discrimination Act 1975 (Cth)
- 7.1.9. Disability Discrimination Act 1992 (Qld)
- 7.1.10. Queensland Anti-discrimination Act 1991 (Qld)
- 7.1.11. Work Health and Safety Act 2011 (Qld)

8.0 Version History

Version No.	Approver	Implementation Date	Summary of Change
1.0	Board	12/02/2020	Introduction of policy
1.1	Andrew Barron	1/06/2024	Minor revision due to new institute strategy Name change from 'Anti-Discrimination, Equal Employment Opportunity & Gender Equality'