

# Diversity and Inclusion

## Policy

### 1 Purpose

The purpose of this policy is to:

- Create an inclusive environment that values and utilises the contributions of people with different background, skills, experiences and needs; and
- Eliminate discrimination in policies, processes, decisions, and practices.

### 2 Scope

This policy applies to all employees of Southern Cross Care (WA) Inc. (SCCWA) including the Board Directors and volunteers.

For the purposes of this document, SCCWA encompasses services provided by Southern Cross Care (WA), Southern Plus, and Southern Cross Housing Ltd.

### 3 Policy Statement

SCCWA is committed to providing employees with a workplace that recognises their inherent dignity and value. We will not discriminate against people and will actively support and welcome individual differences in line with our organisational values and code of conduct.

We will actively encourage our employees, volunteers, contractors, consumers and their families to embrace diversity and the broader perspective it brings.

SCCWA believes that it is in the organisations best interests to maintain:

- An inclusive work environment that genuinely values the contributions of people of different cultural backgrounds, experiences, and perspective.
- A workplace that is free from harassment and discrimination.

Any complaints about breaches of this policy or any other organisational policy will be dealt with promptly, seriously, and confidentially.

Employees seeking to lodge a complaint are directed to the grievance policy and procedures for further information. Anyone found to have breached this policy or the law, or to have made a false or malicious complaint will face disciplinary action up to and including termination of employment.

## 4 Roles and Responsibilities

Role	Responsible for:
Executive Management Committee	<p>Endorse and ensures compliance with this policy</p> <p>Be familiar with legislative requirements of this policy</p>
Executive Leadership Team Senior Leadership Team	<p>Oversee compliance with this policy</p> <p>Support staff competence and compliance with this policy and ensures staff receive appropriate training and supervision to comply with this policy</p> <p>Report on collated information regarding policy scope and key performance indicators, to ensure operational decision making is informed by outcomes and this policy</p> <p>Support the review of this policy</p>
Manager, Co-ordinators/Team Leaders	<p>Manage and monitor compliance with this policy and facilitate access for staff to receive appropriate training, and supervision to comply with this policy</p> <p>Collate and escalate reported information as required</p> <p>Ensure operational decision making is informed by this policy</p>
Staff	<p>Comply with this policy</p> <p>Maintain knowledge of the current practices in relation to the subject of this policy, as applicable to their role</p> <p>Report any incidents as per organisational policy</p>

## 5 Legislation and Supporting Documents

### 5.1 Legislation and Standards

- Age Discrimination Act 2004

- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Anti Discrimination and Human Rights Legislation Amendment (Respect at Work) Act 2022 (Cth)
- Fair Work Act 2009
- The Aged Care Act 1997
- NDIS Practice Standards and Quality Indicators 2021

#### 5.2 Related SCCWA Policy and Procedures

- SCC-HUM-POL-0007 Code of Conduct Policy
- SCC-HUM-POL-0051 Bullying, Harassment and Discrimination Policy
- SCC-HUM-PRO-0023 Bullying, Harassment and Discrimination Procedure
- SCC-HU-POL 0011 Discipline Policy
- SCC-HUM-POL-0021 Recruitment and Selection Policy

## 6 Document Control

Rev	Owner	Sections Modified	Date Reviewed	Next Review Date
1.0	Head of Human Resources and Safety	First release	01/02/2016	01/02/2019
2.0	Head of Human Resources and Safety	Review to reflect requirements of the new aged care Standards	28/06/2019	28/06/2022
3.0	Head of Human Resources and Safety	New template, full document review	25/01/2022	25/01/2025
4.0	Chief People Learning & Culture Officer	Full document review and update.	04/01/2024	04/01/2027