

WORKPLACE DIVERSITY POLICY

1. Introduction

The Workplace Diversity Policy is designed to support CAU Pty Ltd's ongoing commitment to recognising, promoting and supporting diversity within the work environment.

2. Policy

2.1 Scope

This policy applies to all staff members employed by CAU Pty Ltd. It covers all aspects of employment, including advertisements, recruitment, induction, pay, conditions of service, staff development, change management, promotions, grievance and disciplinary procedures, training and development and assessment. It also applies to relationships with suppliers and contractors as well as potential employees.

2.2 Purpose

The purpose of the Policy is to set out the key requirements in relation to the management of workplace diversity within CAU Pty Ltd. In particular, it outlines CAU Pty Ltd's workplace Diversity Program and describes the approach to reasonable adjustment in the workplace.

3. Key Principles of Equity and Diversity in Employment

CAU Pty Ltd is an inclusive organisation that values fairness, equity and diversity. We aim to make our services as accessible and responsive as possible to all existing and potential customers and to provide a service to them which recognises and respect their differences. CAU Pty Ltd is committed to the principles of workplace diversity and equity in employment, which includes recognising, respecting and valuing individual differences, such as:

- gender;
- age;
- language;
- ethnicity;
- cultural background;
- disability;
- sexual orientation;
- religious beliefs; and
- family responsibilities.

Diversity also refers to other ways in which people are different, such as:

- educational level;
- life experience;
- work experience;
- marital status;

- socio-economic background; and
- personality.

4. CAU Pty Ltd's Workplace Diversity Program

Diversity within an organisation has many benefits, including increased innovation, improved understanding of, and service to, clients, and attraction of talent from the widest possible pool of potential staff. CAU Pty Ltd acknowledges and appreciates differences in every employee and encourages diversity in backgrounds, skills, talents and views to enrich the working environment and the quality of the work undertaken.

CAU Pty Ltd's Workplace Diversity Program (WDP) has been developed to support and to address the removal of employment-related bias, including unintended bias, that may be experienced by groups including:

- women;
- Aboriginal and/or Torres Strait Islander people;
- people with disability;
- people who identify as gay, lesbian, bisexual, transgender and/or intersex.

The WDP is championed by the Director of CAU Pty Ltd. CAU Pty Ltd is committed to reflecting the diversity of the Australian community in its own workforce, and provides support and education to prevent and eliminate all forms of harassment, bullying and discrimination.

4.1 Objectives of the Program The objectives of the WDP are:

- To increase innovation. By employing and retaining a diverse workforce with a range of different backgrounds and perspectives, CAU Pty Ltd will be able to leverage a broad range of ideas and insights in policy development and decision making.
- To improve service to clients. By reflecting the demographic diversity of the Australian community, CAU Pty Ltd will understand its clients better, which will contribute to improved service. A diverse workplace will enhance communication with clients based on a more comprehensive awareness of the needs of the community.
- To enhance CAU Pty Ltd working environment. By integrating workplace diversity principles into all aspects of human resource management at CAU Pty Ltd, such as planning, selection and recruitment, performance appraisal, training and development, health and safety and workplace relations, the organisation will foster a productive and fulfilling workplace that is dynamic, safe and healthy, encourages excellence and will support a whole-of-life balance for Staff. Potential benefits of this include savings in recruitment and training costs, as well as retention of corporate knowledge and expertise.

4.2 Employee Responsibilities

Each staff member at CAU Pty Ltd is responsible for upholding the principles of workplace diversity and contributing to the Workplace Diversity Program.

As an employee of CAU Pty Ltd, every staff member must:

- treat their co-workers and clients with respect and courtesy;
- carry out their work without harassment of others; and
- behave, at all times, in a way that upholds CAU Pty Ltd's values and the integrity and good reputation of CAU Pty Ltd.

For more information about workplace harassment, please refer to CAU Pty Ltd's Workplace Harassment Policy. To report harassment, please contact the Director or HR.

5. Equal Opportunity

We seek to provide equality of opportunity to all applicants and employees via our recruitment, selection, development and promotion policies. We also have a separate equal opportunity policy which aims to ensure everyone receives treatment that is fair, equitable and consistent with their skills and abilities.

6. Reasonable Adjustment

CAU Pty Ltd will apply the principle of reasonable adjustment to remove barriers to employment for staff with a disability.

6.1 What is reasonable adjustment?

Reasonable adjustment refers to any form of assistance or adjustment to working arrangements, work methods, equipment or the work environment that is necessary, possible and reasonable to reduce or eliminate the effects of disability. Reasonable adjustment enables staff with a disability to perform efficiently and effectively in the workplace and to compete for recruitment and career advancement opportunities. Not all staff with a disability require reasonable adjustment. However, some staff may require workplace adjustments which may include modifications to:

- recruitment and interview arrangements;
- access to buildings and the work area;
- parking and travel arrangements;
- job redesign;
- equipment; and
- staff development and training.

The definition of 'disability' is intended to be as broad as possible. It includes physical, intellectual, psychiatric, sensory, neurological or learning disabilities. It also includes physical disfigurement and the presence of a disease-causing organism in the body. Any adjustments

or alterations which will enable the person with a disability to do the job must be made unless this imposes 'unjustifiable hardship' to the organisation. The claim of unjustifiable hardship is more likely to be valid when there may be conflicting interests, such as where changes to a workstation may prevent other officers completing their work satisfactorily, or when a request for particular equipment is more expensive than equipment which is considered to be equally effective.

6.2 What are the inherent requirements of a role?

It is unlawful to discriminate against a person with a disability who can perform the 'inherent' (or essential) requirements of a position. The application of reasonable adjustment does not preclude the principles of merit, equity and cost effectiveness, nor does it imply any lowering of essential standards of performance. Factors to be taken into account when deciding the inherent requirements of a position include:

- Whether the position exists to perform the activity. For example, a receptionist is hired to take telephone calls. The ability to communicate by telephone is an inherent requirement of the job.
- Whether the employee needs to carry out the activities. For example, a job description may state that someone must be able to type at a certain speed but typing is not a key part of the job.
- Whether other employees could perform the activity instead. While it may be essential that a certain activity is performed by someone in the organisation, this does not necessarily mean it must be performed by the person working in a particular position. For example, all employees at CAU Pty Ltd are generally expected to undertake their own photocopying, but not everyone needs to carry out this activity. The photocopying responsibilities may be able to be swapped with a different task with another person.
- Whether other ways of carrying out the activity can be created. For example, the requirement to be able to take shorthand is not an inherent requirement of a job. The same function can be undertaken using a Dictaphone.
- What proportion of time the activity takes. For example, if a particular activity takes up most of an employee's working time, it is likely to be an inherent requirement of the role.

6.3 When should reasonable adjustment occur?

The principle of reasonable adjustment should be taken into account:

- i) in all selection decisions;
- ii) on each occasion when a person with a disability is required to perform new or higher level duties; and

- iii) during times of technological and organisational change. It is important that reasonable adjustment requirements are addressed as a matter of priority. For example, in the case of a person with a disability commencing at CAU Pty Ltd, it is important to ensure that all those who are responsible for implementing reasonable adjustment are aware of the agreed requirements and timeframes.

6.4 How is reasonable adjustment determined?

Reasonable adjustment is to be agreed between the person with a disability and their manager, with the input of any other people with appropriate expertise. It is essential to have input from the person with a disability to ascertain how reasonable adjustment should be applied to their particular circumstances. It is not discriminatory to ask a person about their disability if the information is to be used to implement reasonable adjustment principles for their use or benefit. Sometimes the adjustment may be very simple and inexpensive. Other cases may be more complex, possibly requiring the purchase of expensive equipment. Each case needs to be assessed individually to determine the extent of the disability and the type of assistance required to enable the individual to perform the required duties. The assessment may include the provision of advice from an agency which has expert knowledge of the particular type of disability, e.g. The Deafness Resources Council, The Royal Blind Society. More often than not, reasonable adjustment simply means changing the attitudes of managers and co-workers. This is often the most critical, and least expensive, adjustment of all. If managers and co-workers have negative or inappropriate attitudes relating to people with a disability then the provision of high-tech equipment alone will not ensure a successful placement.

6.5 Who is responsible for reasonable adjustment?

Generally, reasonable adjustment can be seen in the context of a joint responsibility between the person with the disability and their colleagues. People with a disability should attempt to overcome barriers as far as possible; however, it is also the responsibility of management and co-workers to be aware of possible difficulties and to lessen their impact. The primary responsibility for identifying needs and co-ordinating action for individual staff members rests with the manager of the work area in which the person with a disability is, or is to be employed.

6.6 Who pays for reasonable adjustment?

ConsultANZ has a process whereby the costs associated with reasonable adjustment are met from corporate funds. Human Resources will arrange provision of equipment required to facilitate reasonable adjustment.