

# Workforce Diversity Policy

## // About this document

### **Policy purpose:**

This Workforce Diversity Policy is a commitment by Plan2go to create a workplace that is fair and inclusive, and builds a workforce which better reflects the diversity of our crew, clients and customers.

### **Policy authority:**

This policy reflects the rights and responsibilities of individuals as outlined in the following legislation:

- *The Equal Employment Opportunities Act 1987 (Cth)*
- *The Fair Work Act 2009 (Cth)*
- *The Work, Health and Safety Act 2011*
- *Age Discrimination Act 2004 (Cth)*
- *Australian Human Rights Commission Act 1986 (Cth)*
- *Disability Discrimination Act 1992 (Cth)*
- *Racial Discrimination Act 1975 (Cth)*
- *Sex Discrimination Act 1984 (Cth)*
- *Work Place Gender Equality Act 2012 (Cth)*

This policy has been authorised by the Captain in Charge, Ellen Foster.

### **Policy application:**

All staff, contractors and consultants must comply with this policy in their conduct of official business for Plan2go. This policy applies to records in all formats, including electronic records.

### **Expected update frequency:**

Yearly

### **Policy location:**

<http://plan2go.nctafe.edu.au/assets/document-library/Crew-Folders/People-and-Culture-Crew/Workplace-Relations/Workforce-Diversity-Policy.pdf>

## // Document control

Version	Description	Date modified	Author
1	Initial policy	8 October 2009	Tobias Ukestock
2	Annual review	4 November 2009	Lil Tyler
3	Template and branding update	26 November 2012	Justin Hart
4	Annual review	1 October 2013	Lil Tyler

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# 1. Introduction

## 1.1 Commitment

Plan2go recognises that our crew are our greatest asset and aims to attract and retain people with diverse skills, experience and background to deliver high products and services. A workforce that reflects the diversity of our clients and customers will be able to offer more responsive services to them.

Plan2go respects people as individuals and values their differences. We are committed to creating a working environment that is fair and flexible, promotes personal and professional growth, and benefits from the capabilities of a diverse workforce.

Our Workforce Diversity Policy guides the development and implementation of relevant plans, programs and initiatives that recognise and promote workforce diversity across all crews at Plan2go.

## 1.2 Definition

Diversity in the context of Plan2go primarily refers to the Equal Employment Opportunity (EEO) groups under-represented in our workforce. These groups include: Aboriginal and/or Torres Strait Islander people; people with a disability; members of racial, ethnic and ethno-religious minority groups and older people over 55.

Other dimensions of diversity include age diversity, carer/family responsibilities, sexual orientation and socio-economic background.

Plan2go embraces workforce diversity as a source of strength. This is not only about increasing visible differences in the workforce, but more importantly it is about the strategic advantage that comes from incorporating a wide variety of capabilities, ideas and insights in our decision making, problem solving, policy development and service delivery. This gives expression to a key priority of the [Plan2go's Strategic Plan 2015-2020](#), "Goal 2: *We will develop a united brand that is recognised, appreciated and relied upon in business communities*" and our [People and Culture Strategic Plan](#) – "Goal 2 Talent acquisition – *recruit and retain a diverse workforce to meet the needs of the organisation.*"

The principles of EEO remain an important foundation for the Workforce Diversity Policy. The EEO principles aim to: ensure that crew are selected for positions on merit; provide equitable access to employment, professional development and workplace participation for people who are under-represented in our workforce; and ensure that workplaces are free from all forms of unlawful discrimination and harassment.



## 1.3 Objectives

The Workforce Diversity Policy provides a framework for Plan2go to achieve:

- A diverse and skilled workforce that reflects the diversity clients and customers and leads to better engagement to deliver responsive customer service.
- A workplace culture that fosters inclusive practices and behaviours for the benefit of all staff, clients and customers.
- Improved employment and career development opportunities for people who are under-represented in our workforce through specific programs and initiatives.
- A work environment that values and utilises the contributions of employees with diverse skills, backgrounds, experiences and educational levels through improved awareness of the benefits of workforce diversity and successful management of diversity.
- Awareness in all crew of their rights and responsibilities with regards to equity, integrity and respect for all aspects of diversity.

## 2. Audience and applicability

The Workforce Diversity Policy applies to all crew employed by Plan2go including contractors and people applying for employment.

## 3. Responsibilities and delegation

The Plan2go Leadership Team are responsible for implementing and monitoring the progress of the Workforce Diversity Policy objectives through the monitoring, evaluation and reporting mechanisms listed below.

All crew have responsibilities to support and respect equity, workplace diversity, ethical practices, workplace safety and to help prevent unlawful discrimination and harassment or bullying in their workplaces.

## 4. Monitoring, evaluation and reporting requirements

The Leader, People and Culture will monitor the scope and currency of this policy.

The effectiveness of this policy will be evaluated annually by all crews and measured by the



EEO statistics extracted from Plan2go's Workforce Profile.

Senior crew should encourage all employees to complete the online or paper-based EEO survey which is an important mechanism for capturing the data on workforce diversity.

All work areas of Plan2go are responsible for promoting, monitoring and reporting of their progress of the workforce diversity.

## 5. Supporting policies

- Equal Employment Opportunity Policy
- Recruitment and Selection Policy
- Code of Conduct
- Discrimination, harassment and workplace bullying policy

