

Policy Title: Diversity and Inclusion Employment

Policy Owner: Director Human Resources Services Centre

Keywords: 1) Diversity 2) Inclusion 3) Equity 4) Gender 5) Disability
6) Aboriginal and Torres Strait Islander 7) LGBTIQ 8) Values

Policy Code: PL298 [hr185]

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1. INTENT

Edith Cowan University (ECU) endeavours to recruit and retain a diverse workforce, ensuring all staff feel supported to do their best work and empowered to express their ideas.

The purpose of this policy is to ensure all ECU staff are provided with fair and reasonable opportunities to pursue career progression based on their abilities and qualifications in accordance with federal and state equal opportunity and anti-discrimination legislation.

2. ORGANISATIONAL SCOPE

All ECU staff and Contractors who work directly with ECU staff

3. DEFINITIONS

TERM	DEFINITION
ECU Staff	Staff employed at ECU on an ongoing, fixed-term or casual basis.
Equal opportunity, anti-discrimination and human rights legislation	Includes the following legislation as amended or replaced: 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). Equal Opportunity Act 1984 (WA) Spent Convictions Act 1988 (WA)

Contractors	Includes principal contractors and their sub-contractors who have been engaged by any School or Service Centre on behalf of ECU for the specific duty of undertaking the task in which they have been contracted to perform.
LGBTIQ	Lesbian, Gay, Bisexual, Transgender, Intersex, Queer or Questioning and people with diverse sex, sexuality or gender.
Line Manager	The person authorised with management responsibility for an employee
Staff Planning	A continual process used to align current and future staffing profile to meet the needs and priorities of the University through talent identification and management, succession planning and workforce planning processes.
University	Edith Cowan University

4. POLICY CONTENT

- 4.1 All ECU staff, in the performance of their duties, are expected to comply with equal opportunity, anti-discrimination and human rights legislation, which sets the standard for the way individuals treat each other and provides remedies for people who have been treated unfairly. All staff and contractors working directly with ECU staff have a right to be treated equally, with courtesy and sensitivity to their rights.
- 4.2 The University values workforce diversity and is committed to removing barriers experienced by specific equity groups and improving inclusion and access to employment by focussing on:
- 4.2.1 Gender Equality;
 - 4.2.2 Aboriginal and Torres Strait Islander people;
 - 4.2.3 People with disability;
 - 4.2.4 People from culturally and linguistically diverse backgrounds;
 - 4.2.5 People with diverse sex characteristics, sexualities and/or gender identities; and
 - 4.2.6 other equity groups as identified through review and analysis of human resource activities.
- 4.3 The principles of merit and relative to opportunity and performance evidence are fundamental components of all human resource activities at the University including:
- 4.3.1 recruitment and selection activities for ongoing, fixed term and casual/sessional positions (including those involving external recruitment consultants/providers and internal temporary appointments);
 - 4.3.2 performance development and management processes (including Probationary processes, Management for Performance System);
 - 4.3.3 reward and recognition programs;
 - 4.3.4 opportunities to access learning and development programs;
 - 4.3.5 staff planning;
 - 4.3.6 career progression and academic promotion;

- 4.3.7 staff retention and turnover;
 - 4.3.8 organisational and workplace change; and
 - 4.3.9 engagement of independent contractors
- 4.4 Each and every staff member is responsible for fostering a culture of equity, diversity and inclusion by behaving in an inclusive manner, reflecting ECU's values.
- 4.4.1 All ECU staff are expected to:
 - develop an understanding of what it means to value diversity and the attributes of an inclusive workplace at the University;
 - contribute to the creation of an inclusive workplace by valuing and respecting others' differences consistent with ECU's value of Respect; and
 - complete and maintain all compulsory diversity and inclusion training including induction and refresher equal opportunity training.
 - 4.4.2 Line Managers play an additional role and are expected to:
 - ensure the principles, practices, programs and training aimed at promoting a diverse and inclusive workforce are actively promoted and implemented in their work area/discipline;
 - create a work environment which actively encourages a diverse and inclusive workplace through role modelling of appropriate leadership behaviours, encouraging open dialogue and valuing diverse perspectives;
 - identify opportunities to employ people from diverse backgrounds;
 - seek help and advice from HR Services as required and work constructively with HR Services in addressing diversity and inclusion issues; and
 - provide an inclusive work environment which aims to minimise barriers to equality of opportunity in employment through appropriate accommodations, where practicable.
 - 4.4.3 University Executive and Directors provide leadership on diversity and inclusion and are expected to:
 - be role-models for inclusive behaviours and support the principles outlined in this Policy;
 - promote the University's diversity and inclusion commitment across their portfolio; and
 - actively participate in initiatives and programs to address barriers experienced by specific equity groups.
 - 4.4.4 Human Resources Services Centre supports diversity and inclusion in the University by:
 - providing information, advice, assistance and support to line managers on diversity and inclusion issues and compliance with this policy; and
 - undertaking reviews and analysis of human resource activities outlined in 4.3 to ensure systemic issues impacting equal opportunity and inclusion are identified and addressed.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy, the following positions are responsible for the following:

Policy Owner

The Director Human Resources Services Centre has overall responsibility for the content of this policy and its operation in ECU.

All ECU Staff and contractors who working directly with ECU staff are required to comply with the content of this policy and seek guidance in the event of uncertainty as to its application.

6. RELATED DOCUMENTS:

6.1 The policy is supported by the following Guidelines:

Nil

6.2 Other documents which are relevant to the operation of this policy are as follows:

- Academic Staff Performance Expectations and Outcomes Framework (PL238)
- Code of Conduct (PL 159)
- Prevention of Harassment, Bullying, Discrimination and Violence (PL124)
- Recruitment, Selection and Appointment (PL168)
- Redundancy and Redeployment (PL286)
- Remuneration and Reward (PL297)
- Supported Wage Employees (PL190)
- ECU Disability Access and Inclusion Plan 2016-2021
- ECU Reconciliation Action Plan 2018-2021

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Director Human Resources Service Centre
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8. APPROVAL HISTORY

Policy Approved by:	Vice Chancellor
Date Policy First Approved:	7 November 2019
Date last modified:	7 November 2019
Revision History:	
Next Revision Due:	November 2022
TRIM File Reference	SUB/96882