



Diversity and Inclusion Policy

Purpose

This policy outlines Monica Clare Recruitment's commitment to providing a workplace that embraces workplace diversity and inclusion.

Policy Statement

Monica Clare Recruitment supports its employees by building an inclusive, culturally capable and diverse workforce. We recognise that there are distinct demographic groups that have long been disadvantaged. We recognise that racism, ageism, sexism, and other forms of discrimination are problems both for our organisation and society as a whole.

Monica Clare Recruitment is committed to tackling cultural stereotypes both within and outside our organisation. We have clear reporting procedures for any type of discrimination or harassment combined with follow-up procedures to prevent future incidents.

We combat discrimination in the wider community through ongoing training and partnerships with community-based groups.

Principles

- Monica Clare Recruitment values diversity and inclusion as a key people management priority. Embracing a workplace culture of diversity and inclusion is not only the right thing to do; it enables employees to feel safe and valued; leading to greater employee engagement, satisfaction, innovation, and productivity.
- Our employees are able to participate fully and be the best they can be. We embrace the unique diversity, skills, and qualities of our employees to assist us in developing a safe, equitable, culturally appropriate, and inclusive working environment.
- We strive for excellence, for inclusive workplaces and to be an 'employer of choice' across all regions we work in. Our diversity encompasses differences in ethnicity, gender, language, age, sexual orientation, religion, socio-economic status, physical and mental ability, thinking styles, experience, and education.
- We believe that the wide array of perspectives that results from such diversity promotes innovation and business success. Managing diversity makes us more creative, flexible, productive, and competitive.
- Our employees are treated fairly and with respect. We treat everyone fairly and equitably and we acknowledge our employees have a wealth of knowledge, skills, and capabilities. We consistently demonstrate appropriate workplace behaviours; we listen, engage, and



understand our employees and respond appropriately to their individual needs and changing circumstances.

- We are all responsible for workplace diversity and inclusion. The building and modelling of positive, respectful, and inclusive behaviour, and the valuing of diversity and diversity of opinions within our workforce is vital to ensuring a constructive workplace culture. Workplace diversity and inclusion is everybody's responsibility and all employees should understand and be committed to the role they play
- We are accountable and monitor and measure performance. Executives are accountable for diversity and inclusion outcomes. Managers and leaders will demonstrate commitment to achieving outcomes through promoting and reinforcing positive inclusive behaviours and through workplace diversity inclusion reporting.

Requirements

All Employees

- Respect individual differences and treat all people with dignity.
- Contribute to the creation of an inclusive workplace environment that values and utilises the input of people with diverse backgrounds, experiences, and perspectives.
- Be aware of all employees' responsibilities under the Preventing workplace bullying, sexual harassment, and unlawful discrimination policy, and how they relate to the principles of diversity and inclusion.

Additional requirements for Managers, Principals and Supervisors

- Build on existing approaches, to foster diversity of thinking, and a deep appreciation of understanding and serving a diverse community.
- Demonstrate inclusive leadership practices and model constructive workplace behaviours that promote diversity and inclusion practices.
- Communicate the importance of diversity and inclusion in the workplace and promote appropriate standards of conduct at all times.
- Apply ethical decision-making in circumstances related to employment and diversity and inclusion targets.

Additional requirements for Executives & Directors

- Champion, lead and promote inclusion and diversity through inclusive leadership and modelling behaviours.
- Drive performance by creating a strong and dynamic working environment that effectively accesses the potential of all employees.
- Consult and adopt contemporary approaches to inclusion and diversity issues in policies, practices and systems that support our employees and better reflect the community we operate in.
- Know, validate, and promote statistical information associated with diversity and inclusion within the department.



Definitions

- **Diversity** includes characteristics such as age, ethnicity, gender, intellectual and/or physical ability, cultural background, sexual orientation, gender identity, or intersex status. Diversity also refers to less visible aspects, such as education, socioeconomic background, faith, marital status, family responsibilities, thinking styles, experience and work styles.
- **Employee:** Any person employed by Monica Clare Recruitment in a permanent, temporary, casual, or contractual capacity.
- **Executive Performance and Development Framework:** Executives and Senior Officers discuss and plan performance priorities for the year ahead, taking into account the performance objectives and standards.
- **Inclusion** is the way an organisation's culture, values, workplaces and behaviours make a person feel valued, included and able to participate fully. It relates to a work environment where all people are treated fairly and respectfully, with equality of opportunity.

Legislation

- [Australian Human Rights Commission Act 1986 \(Cwlth\)](#)
- [Disability Discrimination Act 1992 \(Cwlth\)](#)
- [Disability Services Act 2006 \(Qld\)](#)
- [Human Rights Act 2019 \(Qld\)](#)
- [Industrial Relations Act 2016 \(Qld\)](#)
- [Multicultural Recognition Act 2016 \(Qld\)](#)
- [Public Sector Ethics Act 1994 \(Qld\)](#)
- [Public Service Act 2008 \(Qld\)](#)
- [Racial Discrimination Act 1975 \(Cwlth\)](#)
- [Sex Discrimination Act 1984 \(Cwlth\)](#)
- [Work Health and Safety Act 2011 \(Qld\)](#)
- [Workplace Gender Equality Act 2012 \(Cwlth\)](#)