



Diversity and Inclusion Policy

Purpose

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

It also applies for all recruitment, selection and promotion decisions.

The objective of MCR's Diversity and Inclusion Policy is to:

- work in partnership to achieve parity.
- positively contribute to social change, education and attitudes.
- invest in people, technology and training to continually improve in the approach.

Policy Statement

MCR strongly believes in dismantling barriers faced by minority groups including people who identify as disabled, LGTBQ+, refugee or Aboriginal and Torres Strait Islander, women and people of non-binary gender. The MCR approach to tackling such a large, social issue is multi-faceted:

- reporting on their current position
- pledging for change
- investing in education; and finally
- implementing practices to support staff, candidates and clients.

MCR acknowledge and pay our respects to the Traditional Owners of the land on which they work and live. MCR pay our respects to the First Peoples of this country, their culture and Elders past, present and emerging. MCR recognise that this land was and always will be Aboriginal and Torres Strait Islander land because sovereignty was never ceded.

MCR recognise that they live on Awabakal land and work across Awabakal and Worimi country and ensure that this is acknowledged and respected by all employees.



Vision

MCR have set quantitative goals to help drive the adoption of diversity and inclusion practices in their entire internal and contractor workforce. By 2022 MCR aim to have:

- 40 per cent of the workforce identify as women
- 20 per cent of the workforce identify as people with disability
- 15 per cent of the workforce identify as Aboriginal or Torres Strait Islander
- 5 per cent of the workforce identify as refugee
- 5 per cent of the workforce identify as LGBTIQ+

Approach

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

MCR promote accessibility for individuals of all abilities and will facilitate this by:

- attracting diverse talent.
- providing assisted services, such as EAP, for employees and contractors.
- offering flexible working arrangements.
- community partnerships with strategic organisations that specialise in diversity and inclusion.

MCR support advancement of minority group talent and will facilitate this by:

- being advocates.
- raising the profile of talent irrespective of gender, sexual orientation, race or religion.
- ensuring cultural awareness.
- training on unconscious bias

MCR promote diversity and inclusion to:

- enable employees to feel safe and valued.
- create greater employee engagement, satisfaction, innovation and productivity.
- be an 'employer of choice' across all regions they work in.
- make the workforce more creative, flexible, productive and competitive.



Employees

Must:

- 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.

Directors and Managers:

In addition to complying with all of the above, Directors and Managers also have the responsibility to execute their managerial and supervisory duties with diligence and fairness.

Must:

- 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.



- **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)