

Diversity and Inclusion (Staff) Policy

Section 1 - Background and Purpose

(1) La Trobe is committed to providing a diverse, inclusive and respectful working environment for all staff. This policy specifically covers the key objectives and focus areas relating to staff diversity and inclusion to ensure that La Trobe is able to provide quality ongoing education and research services to the community.

Section 2 - Scope

- a. All campuses
- b. All staff, contractors, agents, official visitors and other individuals performing services/work for and on behalf of La Trobe (collectively referred to as staff throughout this policy).

Section 3 - Policy Statement

Diversity and Inclusion

(2) La Trobe welcomes differences in background, education, gender, ethnicity, nationality, generation, age, working and thinking styles, religious background and faith, sexual orientation and ability. We recognise that a diverse workforce and inclusive workplace enhances the University's performance overall.

(3) Our key focus areas are:

- a. Indigenous diversity
- b. Gender equality
- c. Cultural diversity
- d. Sexuality and gender identity diversity
- e. People with disability
- f. People with a mental illness
- g. Age diversity

(4) La Trobe's key diversity and inclusion objectives are to:

- a. Build a workforce of people from a diverse range of backgrounds to encourage and foster a high performing workforce (Workforce Diversity);
- b. Enhance workplace inclusiveness by cultivating a respectful workplace culture that offers engagement, collaboration, flexibility and innovation to ensure our employees can perform to their full potential and to maximise the benefits of diversity (Workplace Inclusion);
- c. Develop organisational structures and strategies that will enable leaders to embed and manage diversity and inclusion, and ensure leaders are accountable for outcomes (Sustainability).

(5) As part of our commitment to diversity and inclusion, La Trobe aims to practise and abide by the following in our everyday activities:

Equal Opportunity at the University

(6) Respect the rights and interests of the communities in which we operate and individuals with whom we interact. Treat all staff (and external colleagues and partners) with respect and dignity. Promote and encourage equal opportunity for under-represented or disadvantaged groups. Employ special measures as appropriate to improve opportunities for people from these groups.

Equal Participation at the University

(7) Work towards eliminating bias through analysis of systems and processes to ensure all staff are able to fully participate in the workforce and develop their careers.

Recruiting, Selecting, Appointing and Promoting Staff

(8) Engage in appropriate, effective and flexible recruitment practices to increase the numbers of qualified staff from diverse backgrounds.

Appropriate Workplace Behaviours

(9) Provide a workplace that is free from unacceptable conduct such as bullying, harassment, vilification, victimisation, violence and discrimination. La Trobe will not tolerate discrimination and harassment under any circumstances. For further information refer to La Trobe's Workplace Behaviours Policy and Procedure.

Grievance Resolution

(10) Provide the means for and encourage staff to raise a grievance wherein all grievances will be treated in a sensitive, fair, timely and confidential manner. La Trobe will act within their control to afford protection from any victimisation or reprisals as a result of employees raising a grievance. For further information, refer to the [Grievance Resolution Procedure](#).

Compliance, Measurable Objectives, Data Collection and Analysis

(11) Compliance:

- a. Meet legal compliance obligations;
- b. Meet regulatory reporting requirements including reporting to the Workplace Gender Equality Agency;
- c. Address and rectify compliance breaches as required;
- d. Establish measurable diversity and inclusion indicators and objectives to inform La Trobe's progress, decision-making and direction.

Flexible Work Options

(12) Provide flexible work options to assist staff to balance their work and personal lives which can enable us to attract and retain a diverse workforce. Refer to our [Flexible Work Arrangements Policy](#) for more information.

Reasonable Workplace Adjustments

(13) Make reasonable workplace adjustments (temporary or permanent) to the workplace to ensure that staff with a disability (temporary or permanent) have an equal opportunity to achieve their full potential.

Expectations of Staff

(14) The University expects all staff to:

- a. behave professionally at all times and with respect and consideration for others;
- b. abide by La Trobe's [Code of Conduct](#);
- c. familiarise themselves with the [Workplace Behaviours Policy](#) and [Grievance Procedure](#);
- d. take action in accordance with the [Workplace Behaviours Policy](#) and/or [Grievance Procedure](#) if they experience or witness unacceptable workplace behaviour including discrimination on the basis of any of the protected attributes, harassment (general, sexual or racial), bullying, victimisation, violence and racial or religious vilification;
- e. undertake diversity and inclusion training on induction and then every two years;
- f. participate in specialised diversity and inclusion training as required.

(15) The University expects all managers to:

- a. model and promote professional workplace behaviours, mutual respect and consideration of others and positively value and encourage diversity;
- b. take action in a timely manner to instances of unacceptable behaviour;
- c. respond in a timely and sensitive manner to complaints about or reports of unacceptable behaviour;
- d. ensure they and their staff undertake diversity and inclusion training on induction and then every two years;
- e. participate in specialised diversity and inclusion training as required and ensure appropriate staff participate as required.

Section 4 - Procedures

(16) Nil.

Section 5 - Definitions

(17) Nil.

Section 6 - Stakeholders

Responsibility for implementation – All staff.

Responsibility for monitoring implementation and compliance – Deputy Director, Diversity and Inclusion.

Status and Details

Status	Historic
Effective Date	22nd November 2016
Review Date	6th June 2019
Approval Authority	Vice-Chancellor
Approval Date	20th November 2016
Expiry Date	30th July 2018
Responsible Policy Officer	Regan Sterry Executive Director, Human Resources
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