

# POLICY

## CORPORATE SERVICES

### HUMAN RESOURCES



## DIVERSITY AND EQUALITY IN THE WORKPLACE

### 1. POLICY STATEMENT >>

This policy records the Townsville City Council's commitment to encouraging diversity and fair treatment in the workplace.

### 2. PRINCIPLES >>

Council is committed to diversity, equality and fair treatment in Council workplaces. The Council values differences in people that arise from a range of backgrounds and lifestyles, and believes that different perspectives and ideas enhance the quality and outcomes of work.

### 3. SCOPE >>

This policy applies to the Councillors and all employees of Council.

### 4. RESPONSIBILITY >>

The Diversity and Equality Reference Group is responsible for providing support and direction for diversity and equality activities throughout Council.

Each manager/ supervisor must take all reasonable actions to ensure that:

- all employees are aware of their role in supporting diversity, equality and fair treatment within the work environment
- this policy is complied with within the work environment;
- all employees are treated equitably and are not subject to unacceptable conduct
- people who make complaints, or witnesses, are not victimised in any way

Councillors and employees must:

- comply fully with this policy and the procedures issued in respect of it, and all relevant laws regulating conduct in the workplace; and
- conduct themselves appropriately in the workplace and at Council-related events in all interactions with others

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Acceptable standards of behaviour are defined in the Code of Conduct.

Harassment Referral Officers (HROs) will provide information and support to all employees regarding matters of unacceptable conduct, discrimination and harassment in the workplace.

#### 5. DEFINITIONS >>

Terms in this policy that are defined in legislation (such as the *Anti-Discrimination Act – 1991*) have the meaning set out in the legislation.

#### 6. POLICY >>

The Council will:

- Create workplaces where differences amongst people are respected and valued and where harnessing the power of those differences works to the benefit of the organisation;
- Facilitate work / family / community balance for employees;
- Promote Equal Employment Opportunity to eliminate employment-related favouritism or discrimination, and encourage fairness and equity in processes such as recruitment, promotion, selection for training etc; and
- Manage harassment, bullying and other types of unacceptable workplace behaviour.

Council is committed to adhering to recruitment, promotional and staff development procedures that ensure equal opportunities and which are free from any unlawful discriminatory practices. Council will confidentially and impartially investigate and respond promptly to any breaches of legislation, this policy or associated procedures. If it is determined that an employee's conduct or action contravenes this policy, disciplinary action will be taken.

#### 7. LEGAL PARAMETERS >>

*Human Rights and Equal Employment Opportunities Commission Act 1986*  
*Workplace Health and Safety Act 1995*  
*Queensland Anti-Discrimination Act 1991*  
*Sex Discrimination Act 1984*  
*Local Government Act, including Regulations 1993*  
*Racial Discrimination Act 1975*

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#### **8. ASSOCIATED DOCUMENTS >>**

Diversity and Equality Management Plan (incorporating EEO Management Plan)  
Diversity and Equality Reference Group Terms of Reference  
Code of Conduct for Employees

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