



Diversity and Equality in the Workplace Policy

Queensland Anti-Discrimination Act 1991

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 all Workers and Councillors.

4. RESPONSIBILITY

Managers and Supervisors are responsible for ensuring this administrative directive is understood and adhered to by all Workers.

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 Workers 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 workers are treated equitably and are not subject to unacceptable conduct; and
- people who make complaints, or witnesses, are not victimised in any way.

Councillors and workers 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.

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

Equal Employment Opportunity Contact and Referral Officers (CROs) will provide information and support to all workers regarding matters of unacceptable conduct, discrimination and harassment in the workplace.

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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.

Manager – includes persons appointed to positions including with the title, Team Manager, General Manager, Principal, Director and Chief.

Workers – includes employees, contractors, volunteers and all others who perform work on behalf of Council.

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.

The 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.

The Council will confidentially and impartially investigate and respond promptly to any breaches of legislation, this policy or associated procedures. If it is determined that a staff member's conduct or action contravenes this policy, disciplinary action will be taken.

7. LEGAL PARAMETERS

Human Rights and Equal Employment Opportunities Commission Act 1986

Work Health and Safety Act 2011

Queensland Anti-Discrimination Act 1991

Sex Discrimination Act 1984

Local Government Act 2009

Local Government Regulation 2012

Racial Discrimination Act 1975

8. ASSOCIATED DOCUMENTS

Diversity in Employment Strategy (incorporating Equal Employment Opportunity Management Plan)

Diversity and Equality Reference Group Terms of Reference

Code of Conduct for Staff

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