



Diversity Plan

ASQA Diversity Plan 2015-2018

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1 Workplace Diversity at ASQA

Workplace diversity builds on the principles of equal opportunity to welcome, support and harness the difference of each individual in the workplace for the achievement of both individual and business goals.

1.1 Some of the differences we bring to the workplace:

- Sex
- Sexual orientation
- Gender identification
- Family responsibility or family status
- Marital status
- Race
- Religious or political conviction
- Age
- Disability status
- Pregnancy

1.2 The principles of workplace diversity

- Value the diversity of people and the benefits this diversity brings
- Treat each other with respect and dignity
- Provide a safe, secure and healthy workplace for all employees
- Make decisions based on equity and fairness
- Take appropriate action to eliminate discrimination

1.3 Legislative requirements

The following federal and state legislation covers workplace diversity and equal opportunity in Australia:

- The Australian Human Rights Commission Act 1986
- The Age Discrimination Act 2004
- The Sex Discrimination Act 1984
- The Racial Discrimination Act 1975
- The Racial Hatred Act 1995
- The Disability Discrimination Act 1992

- The Workplace Gender Equality Act 2012
- The Fair Work Act 2009 and National Employment Standards (NES)

2 Our Commitment

2.1 ASQA's commitment

ASQA is committed to creating a workforce that reflects the diversity of the Australian community. We value the skills, differences and diversity of our people. We recognise that harnessing employee's skills and experiences increases innovation and improves our service to clients. The intention of this plan is to enhance and value the contributions of our employees, improve the quality of our work environment and be recognised by the community as an inclusive workplace.

2.2 Employee benefits of workplace diversity

- The recognition of individual talents
- Increased utilisation of individual talents
- An inclusive work environment
- Flexible work practices and leave arrangements
- Increased morale and commitment

2.3 ASQA benefits of workplace diversity

- The increased ability to attract and retain quality employees
- Greater skill base
- A more flexible and motivated workforce
- Improved service to our stakeholders
- Increased productivity, innovation and effectiveness

3 Roles and Responsibilities

All ASQA employees have a responsibility for fostering and supporting workplace diversity.

3.1 Employee Responsibilities

In accordance with the Public Service Act 1999, all employees should:

- Behave courteously, respectfully, collaboratively and without prejudice
- Uphold the APS Values, including valuing equity and diversity
- Comply with all anti-discrimination and other relevant legislation covering workplace diversity;

- Seek out knowledge and ideas from a diverse range of sources
- Be conscious of how your actions and words may be perceived by others
- Be inclusive and recognise and value the contributions of others
- Ask for assistance from your manager or the HR team if you have, or acquire, a disability or injury for which you may need support.
- Alert the HR team when there are questions as to whether the principles of diversity have been upheld

3.2 Manager and Supervisor Responsibilities

- Lead by example by modelling APS Values and Code of Conduct
- Foster a culture where the diversity of employees is recognised, utilised and valued
- Encourage and support the use of flexible work arrangements that provide mutually beneficial work/life balance outcomes
- Adhere to the merit principle and apply workplace diversity values in recruitment and selection processes, including supporting employees who require reasonable adjustment
- Resolve workplace issues quickly, sensitively and effectively
- Wherever possible, ensure that the scheduling of meetings, travel and other work arrangements take into consideration the personal commitments and responsibilities of employees
- Strive to maintain a workplace that is free from discrimination
- Help employees to understand and promote ASQA's Diversity Plan

3.3 ASQA Human Resources Responsibilities

The Human Resources team is responsible for managing and monitoring ASQA's Diversity Plan by:

- Ensuring the objectives set out in the Diversity Plan are being met and report progress to the Senior Management Group
- Work with Senior Management Group to ensure that programs are created and implemented
- Work with managers and employees to fulfil ASQA's commitment to the Plan

4 Diversity Objectives

4.1 Objective 1: Uphold and Promote the APS Values and Code of Conduct

Outcome	Strategy to achieve this	Responsibility
<p>All employees understand their obligations and responsibilities as outlined in the APS Values and Code of Conduct including the Workplace Diversity principles</p>	<p>Provide information on the APS Value and Code of Conduct to all new employees through the ASQA Induction Program</p>	<p>Human Resources</p>
	<p>Promote the Values, Code of Conduct and Diversity Plan through ASQA communication sources including:</p> <ul style="list-style-type: none"> - Reggie (ASQA Intranet) - Feedback through the Performance Development Framework - Relevant ASQA meetings and discussions 	<p>Managers and Human Resources</p>
	<p>Educate supervisors and managers on their role in demonstrating and promoting the APS Values and Code of Conduct</p>	<p>Human Resources</p>
	<p>Facilitate a better understanding of workplace diversity by publicising, via Reggie, key special events and awareness programs that celebrate and encourage diversity, for example:</p> <ul style="list-style-type: none"> - Harmony Day - NAIDOC Week - International Women's Day - Men's Health Week 	<p>Human Resources/ All staff who wish to participate in awareness events</p>

4.2 Objective 2: Recognise and promote the value of a diverse workforce, fair and inclusive recruitment practices and employee development and a focus on employee development and contribution

Outcome	Strategy to achieve this	Responsibility
<p>All recruitment and selection decisions will follow the merit principles of the APS</p>	<p>Advertise employment vacancies through widely accessible and appropriate mediums to attract the best possible field of applicants</p>	<p>Human Resources</p>
<p>ASQA will provide equal access to employment opportunities for all people applying to work for us</p>	<p>Through provision of appropriate guidelines, briefings and coaching, ensure selection advisory panels understand and are able to clearly apply workplace diversity principles and base all employment decisions on merit</p>	<p>Human Resources, Recruitment Selection Panels</p>
	<p>Encourage candidates to request special adjustments if required for interview purposes</p>	<p>Human Resources</p>
<p>Foster and continuously promote a productive working environment</p>	<p>Implement and continuously promote the Performance Development Framework as a means of encouraging ongoing improvement, learning and development and identifying desirable key behaviours</p>	<p>Human Resources, Managers</p>
	<p>Promotion and utilisation of ASQA's Study Assistance Guideline to encourage ongoing learning, development and growth for employees</p>	<p>Human Resources, Managers, Employees</p>

4.3 Objective 3: Implement workplace policies and practices to assist all ASQA employees to balance work and personal responsibilities

Outcome	Strategy to achieve this	Responsibility
<p>ASQA supports and encourages employees to balance work and personal responsibilities and is highly regarded for this by all employees</p>	<p>Provide opportunities, via the ASQA Enterprise Agreement and ASQA policies, for employees to balance their work and personal commitments and responsibilities</p>	<p>Human Resources</p>
	<p>Ensure employees are aware of all of the current leave and work arrangements that are available to them to assist with this including:</p> <ul style="list-style-type: none"> - Flex-time - Personal leave - Purchased leave - Part time work arrangements - Working from home - Leave for specified cultural observances - Reasonable adjustment in the workplace 	<p>Human Resources, Managers</p>
	<p>Where First Aid Rooms or quiet spaces are provided, they are also made available for alternate uses such as lactation or for religious observance.</p>	<p>Human Resources</p>
	<p>Providing support and flexibility for ASQA's mature age workforce such as:</p> <ul style="list-style-type: none"> - Flexible working arrangements - Part-time work arrangements - Support with retirement transition 	<p>Managers</p>
	<p>Initiate and encourage informal succession planning within teams to pass on knowledge and experience from mature age workforce to other team members</p>	<p>Managers</p>

Outcome	Strategy to achieve this	Responsibility

4.4 Objective 4: Ensure a safe, discrimination- free and equitable working environment for all ASQA employees

Outcome	Strategy to achieve this	Responsibility
Provision of a safe and healthy working environment	Provide access to information and advice for managers and employees on all people issues including access to the Employee Assistance Program	Human Resources
	Promote and demonstrate anti-discrimination principles and ensure all employees are aware of the appropriate action to take to address complaints of workplace issue	Human Resources, Managers
	Make workplace adjustments for staff in line with ASQA's Reasonable Adjustment Policy	Human Resources, Managers
	Consistent Work Health and Safety guidelines, policies and practices across all ASQA sites, including appropriate procedures for hazard identification and incident reporting (including psychological hazards)	Human Resources, Health and Safety Committee, Health and Safety Representatives, First Aid Officers and Fire Wardens
	Raise awareness and promote ASQA's Bullying and Harassment Policy	Human Resources, Managers, Harassment Contact Officers

5 Review and document control

This policy will be reviewed annually to ensure objectives are being achieved and relevance

Most recent version	Operative date	Summary of changes from last version	Approved by
1.0	6/03/2015	Formal approval by CEO under 'QMS'	Mr Christopher Robinson

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