

# Diversity

## Human Resources Policy

Effective Date: July 2008

### 1 PURPOSE

To improve the understanding of diversity principles and benefits within Queensland Health.

### 2 APPLICATION

This policy applies to all Queensland Health employees.

### 3 GUIDELINES

Guidelines may be developed to facilitate implementation of this policy. The guidelines must be consistent with this policy.

### 4 DELEGATION

The “delegate” is as listed in the Queensland Health Human Resource Delegations Manual as amended from time to time.

### 5 REFERENCES

- *Public Service Act 2008*
- Equal Employment Opportunity HR policy
- Queensland Health Equity and Diversity Strategic Plan
- Queensland Health Equal Employment Opportunity Operational Plan
- District Health Equal Employment Opportunity Operational Plan

### 6 SUPERSEDES

- IRM 3.15-1 Diversity

### 7 POLICY

#### 7.1 Diversity

The focus for diversity is on all employees unlike employment equity which focuses on target groups.

Diversity recognises that employees differ not just on the basis of race, gender and ethnicity but also on other dimensions such as age, lifestyles and geographic origins.

Diversity involves not only tolerance of employees regardless of their differences, but acceptance of employees because of those differences and valuing their individual contribution to the workplace.

## **7.2 Benefits of Diversity**

Queensland Health's large workforce represents an extremely diverse range of backgrounds and occupations. Queensland Health values its diverse workforce profile which closely reflects the diversity of the Queensland community.

Queensland Health recognises the benefits that valuing diversity can provide by drawing from a broader and richer pool of knowledge skills and experience to:

- Provide culturally appropriate service delivery to the community.
- Foster workplace performance gains.
- Align with Queensland Health values.
- Meet *Public Service Act 2008* requirements.
- Solve problems.
- Promote improved critical analysis, innovation and creativity through access to new and different perspectives and insights.
- Develop and maintain networks.
- Gather information and community consultation.
- Provide feedback.
- Improve work processes for cost efficient outcomes.
- Enhance the quality of working life.

By creating a workplace in which every person is valued for their diverse skills, knowledge and perspectives, Queensland Health aims to establish a more cohesive workforce with improved team performance.

## **7.3 Promoting Diversity**

Queensland Health will promote diversity by implementing policies and strategies that:

- Are sensitive to the needs of employees from diverse backgrounds and responsive, as far as practicable, to the particular circumstances of individuals.
- Allow equitable access by all employees to information regarding their entitlements and how to obtain them.
- Include consultation with employees from a diverse range of backgrounds.

# **8 APPLYING THE POLICY**

## **8.1 Human Resource Management Units**

Human Resource Management units will undertake the role of expert consultant and provide assistance to staff at all levels on diversity.

Areas of accountability include:

- Developing District Equal Employment Opportunity Annual Reports.
- Preparing informal reports on equity and diversity issues as required for Senior Management and the State Bargaining Unit/District Consultative Forum, Employment Equity Advisory Committee.
- Leading the implementation of equity and diversity initiatives, in particular, staff awareness strategies.
- Supporting line managers and employees in the successful implementation of initiatives such as the work life balance Flexible Work Arrangements.

## 8.2 Managers and Supervisors

Provide support to the promotion and ongoing effective management of diversity across Queensland Health through personal leadership and demonstrating commitment to diversity principles and goals.

All managers and supervisors are responsible for implementing equity and diversity principles and ensuring unlawful discrimination does not occur in their workplaces. These responsibilities include:

- Demonstrating personal leadership and commitment to equity and diversity goals.
- Being aware of the requirements of the *Public Service Act 2008* and the *Anti-Discrimination Act 1991*.
- Being familiar with and promoting relevant HR policies including the Queensland Health Diversity policy, Equal Employment Opportunity policy, Anti-Discrimination policy, Sexual Harassment policy, Reasonable Adjustment policy and the Equity and Diversity Strategic Plan 2007-2010.
- Modelling and promoting appropriate behaviour in relation to equity and diversity principles and practices (e.g. in relation to job design, recruitment and selection, training and development, performance management, management of organisation change and the application of employment conditions).
- Implementing work practices, policies and strategies to eliminate unlawful discrimination from their work areas.
- Ensuring work areas are free from harassment of any kind, including sexual harassment.
- Encouraging and assisting all staff, including target group members to take up developmental and career opportunities.
- Promoting cultural awareness and cultural respect.
- Consulting with all staff as part of decision-making processes.
- Developing, promoting and supporting the Workplace Equity and Harassment Officers Network within their work unit and District.

## 8.3 Employees

Contribute to the creation of an inclusive environment that values and utilises the input of people with diverse backgrounds, experiences and perspectives and by treating all other employees with respect and fairness.

## 9 DEFINITIONS

|                  |   |
|------------------|---|
| <b>Diversity</b> | Recognition that employees differ not just on the basis of race, gender and ethnicity but also on a variety of other dimensions such as age, lifestyles and geographic origins. |
|------------------|---|

## 10 HISTORY

|                   |   |
|-------------------|---|
| <b>July 2008</b>  | Amended to reflect <i>Public Service Act 2008</i> .           |
| <b>April 2008</b> | Developed as a result of the HR Policy Consolidation Project. |