

# Equity & Diversity Policy

**Version 001 Approved October 2019**

**Version 002 Approved April 2023**

**Review 2025**

## 1. Purpose

To promote and support an environment that values and affirms equal opportunity, diversity and inclusivity in accordance with the universal principles of equity, fairness and social justice, whilst ensuring that Mental Health First Aid Australia (MHFA) complies with its legal responsibilities in accordance with relevant legislation.

## 2. Scope and Application

This Policy applies to employees, volunteers, consultants and contractors.

This Policy applies to all activities in connection with the work of MHFA, including but not limited to;

- work within the workplace
- work related dealings for MHFA outside MHFA premises
- work related events
- work related dealings with customers, visitors, job applicants, service providers and the public.

## 3. Policy Statement

3.1 MHFA is actively committed to promoting the principles of equal opportunity and strives to support all to achieve their full potential in an environment that is fair, inclusive, diverse and supports the health and wellbeing of all.

3.2 MHFA recognises that promoting a diverse workforce enriches both work and impact. MHFA aims to reflect and appreciate the diversity of all employees, volunteers, consultants and contractors within the organisation and the broader community that it serves.

3.3 Discrimination, harassment, bullying and victimisation are forms of unlawful and inappropriate behaviour and will not be tolerated by MHFA. MHFA is actively committed to the prevention of discrimination, bullying, harassment and victimisation in the workplace, and will take all reasonable steps and actions to ensure that all are treated fairly, with dignity and respect.

3.4 MHFA endeavours to;

- Foster a culture which values and responds to the rich diversity of the community.
- Use non-discriminatory, inclusive language and practices.
- Develop proactive plans and programs to increase access and promote success for designated under-represented groups in order to overcome disadvantage.
- Provide effective mechanisms to resolve complaints of unlawful discrimination, bullying, harassment and victimisation.
- Ensure that all are aware of their rights and responsibilities.

3.5 All individuals are responsible for understanding and applying the principles of equal opportunity, equity and social justice.

#### 4. Responsibilities

<p><b>All individuals</b></p>	<p>All individuals will:</p> <ul style="list-style-type: none"> <li>• Role model appropriate behaviour in accordance with this policy.</li> <li>• Respect the diverse contributions of a full range of employees, volunteers, contractors, consultants and the general public.</li> <li>• Raise and manage any equity or diversity issues in accordance with the Grievance Policy if subjected to harassment, bullying or victimisation.</li> <li>• Immediately be requested to modify their behaviour if it is creating a hostile, intimidating or offensive working environment.</li> </ul>
<p><b>Directors, Managers and Supervisors</b></p>	<p>Managers and Supervisors will:</p> <ul style="list-style-type: none"> <li>• Promote the MHFA equity and diversity policy.</li> <li>• Monitor the environment to ensure that acceptable standards of conduct are observed at all times.</li> <li>• Where behaviour is observed that could constitute discrimination, bullying, harassment or victimisation, advise the individual(s) involved that the behaviour is inappropriate and provide information, support or suggestions in order that the behaviour is modified and not repeated.</li> <li>• Deal promptly with any issue or complaint raised – in accordance with the Grievance Policy.</li> <li>• Seek support as required from an EOO or HR to address any equity or diversity concerns.</li> </ul>

<b>Equal Opportunity Officer (EOO)</b>	<p>Equal Opportunity Officers will:</p> <ul style="list-style-type: none"> <li>• Be available to listen confidentially and impartially to individuals who are concerned about behaviour that could be considered discrimination, harassment, bullying or victimisation.</li> <li>• Assist an individual to clarify the outcome they are seeking to an equity and diversity issue and provide information on the options to resolve the issue.</li> <li>• Offer support to an individual in attempting to resolve a matter informally.</li> <li>• Attend Equal Opportunity officer training.</li> <li>• Observe strict confidentiality in handling information and to make brief factual records of the actions taken and file them in a secure location in accordance with the Privacy Policy.</li> </ul>
<b>Director of Operations</b>	<p>The Director of Operations will:</p> <ul style="list-style-type: none"> <li>• Ensure adequate processes are in place to support the implementation of this policy.</li> <li>• Recommend updates to the CEO, as and when required.</li> </ul>
<b>Chief Executive Officer (CEO)</b>	<p>The Chief Executive Officer will:</p> <ul style="list-style-type: none"> <li>• Monitor the implementation of this policy and its impact.</li> <li>• Recommend updates to this policy to the Board as and when required.</li> </ul>
<b>Audit &amp; Risk Committee (A&amp;RC)</b>	<p>The A&amp;RC will:</p> <ul style="list-style-type: none"> <li>• Report to the Board on the effectiveness of the Equity and Diversity Policy.</li> </ul>
<b>Board</b>	<p>The Board will:</p> <ul style="list-style-type: none"> <li>• Receive advice from the A&amp;RC on the effectiveness of the Equity and Diversity Policy.</li> <li>• Review and change this policy as required, based on advice from management and the A&amp;RC.</li> </ul>

## 5. Policy Owner

The CEO is accountable for this policy. For inquiries about this policy, contact Human Resources.

## 6. Scheduled Review Date

This policy is to be reviewed within 2 years from date of approval or last review.

## 7. Definitions

Diversity

Diversity involves recognising the value of individual differences in the workplace. Diversity includes; age, cultural background, disability, ethnicity, family responsibilities, gender, language, religious belief and sexual orientation. Diversity also refers to other ways in which people are different – including; educational level, life experience, work experience, socio-economic background, personality and marital status.

Equity

Equity relates to fair treatment.

## **8. Related Documents**

Code of Conduct Policy

Grievance Policy

Health and Safety Policy

Privacy Policy