Diversity in the Workplace Procedures

1. POLICY SUPPORTED

Diversity and Equity Policy

2. IMPLEMENTATION PRINCIPLES

2.1. The equity and diversity principles of 'Right, Opportunity, Recognition and Inclusion (RORI)' are to be applied to increase recruitment, retention, development and progression of people from diverse backgrounds. This includes but is not limited to promoting the recognition, respect and value of Aboriginal and Torres Strait Islander Peoples knowledge and perspectives.

3. PROCEDURAL DETAILS

3.1. Recruitment

3.1.1. In alignment with the *Equal Opportunity Act 1984 (WA)*, University's recruitment practices will actively support the employment of people from diverse backgrounds through special measures including but not limited to:

(a) Genuine occupation for members of particular diversity groups, as identified by the *Equal Opportunity Act 1984 (WA)*;

(b) Where two applicants meet the selection criteria and could be equally recommended for the position, it is permissible to give preference when the recruitment of a person from a diverse group can be demonstrated as a measure to achieve equality;

(c) Special recruitment programs funded by government agencies which provide incentives to employers, including graduate programs or recruitment campaigns to attract more women into non-traditional roles;

(d) Affirmative action initiatives to enhance diversity in education and employment; and

(e) Diversity of representation on interview panels to ensure panel members include trained people from diversity backgrounds.

3.2. Remuneration

3.2.1. The University's remuneration practices will provide remuneration equity between staff with the same responsibilities; including gender pay equity.

3.3. Training and Development

3.3.1. It is the responsibility of Managers/Heads of Faculties/Schools/Departments/Areas to:

(a) Provide opportunity for staff to enhance their cultural and social awareness through programs such as Ally training and Cultural and Indigenous Capabilities training;

(b) Promote opportunities for staff to access professional development and other learning opportunities to enhance their awareness, skills and knowledge of working in a diverse environment. This may include mentoring and/or sponsorship programs, career and leadership development programs, or project assignments in non-traditional areas for women and men; and

(c) Widely advertise training and development opportunities so as to be easily accessed by staff across the organisation.

4. RESPONSIBILITIES

In addition to any responsibilities set out in section 3 the Deputy Vice Chancellor, Academic and the Director, Corporate Values and Equity are responsible for monitoring the implementation of these procedures.

5. SCOPE OF PROCEDURES

These procedures apply to all University staff.

There are circumstances in which discrimination is allowed under the *Equal Opportunity Act WA (1984)*. These are called 'exceptions'. The Act provides for a number of general and specific exceptions that relate to some of the grounds covered by the Act. For example:

Ground – Impairment

Exception - genuine occupational qualification

"Participation in a dramatic performance or other entertainment in a capacity for which a person with a particular impairment is required for reasons of authenticity".

Ground – Age

Measures intended to achieve equality

"To afford persons who are of a particular age access to facilities, services or opportunities to meet their special needs in relation to employment, education, training or welfare".

Source: Equal Opportunity Act 1984 (WA)

For further information or explanation please contact Ethics, Equity and Social Justice.

6. DEFINITIONS
(Note: Commonly defined terms are located in the *Curtin Common Definitions*. Any defined terms below are specific to this document)

Nil

7. SCHEDULES

Nil

8. RELATED DOCUMENTS/LINKS/FORMS

Code of Conduct

Student Charter

Values and Signature Behaviours

Policy Compliance Officer	Pam Spencer and Jacqui Pike, Manager, Diversity, Inclusion & Belonging, People Strategic Services
Policy Manager	Chief People Officer
Approval Authority	Chief People Officer
Review Date	1st April 2020

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Officer	Approval / Resolution Number	Key Changes and Notes
	Approved	20/11/2002	Ethics Equity & Social Justice Committee	EESJ 22/02	EESJ 33/02
Noted		07/02/2003	Academic Senate	AS 5/03 (ii)	AS 3/03
	Amended	12/07/2005	Planning and Management Committee	PMC 80/05	Document No 00867/05
	Administratively Updated	20/03/2008	Director, Legal and Compliance Services		Reformatted and Amended to Reflect Organisational Chart

	Administratively Updated	12/09/2008	Director, Legal and Compliance Services		Minor Policy Amendments
	Administratively Updated	17/06/2010	Director, Legal and Compliance Services		Amended to Reflect Organisational Change
	Administratively Updated	15/10/2012	Director, Legal and Compliance Services		Policy Manager Updated
	Administratively Updated	02/09/2014	Director, Legal and Compliance Services		Authority Approval Updated
	Amended	14/12/2015	Deputy Vice-Chancellor, Academic	EM1524	Unconditional
	Amended	30/06/2016	Deputy Vice-Chancellor, Academic	EM1627	Unconditional
	Administratively Updated	09/05/2017	Director, Legal and Compliance Services		Links updated (Equity and Diversity Policy title changed to Diversity and Inclusion Policy)
	Administratively Updated	08/10/2018	Director, Compliance Services		Links updated (Diversity and Inclusion Policy changed to Diversity and Equity Policy)