

HEALTH SERVICES UNION

Diversity, Inclusion and Anti-Discrimination Policy

1. Purpose

The HSU is committed to creating a diverse and inclusive workplace where every employee is treated fairly, feels valued and respected, and can contribute to our Union's success and realise their full potential.

The HSU is committed to the principles of Equal Employment Opportunity and supports the creation of working conditions to ensure that all employees have an equal chance to seek and obtain employment, promotion, training and the benefits of employment.

This policy applies to the Union's Leadership team, elected Councillors, employees full-time, part-time, contract, casual and Union delegates of HSU NSW/ACT/QLD (collectively referred to as HSU Officials).

2. Content

Diversity refers to the characteristics that make individuals different from each other.

It includes age, gender or gender identity, caring responsibilities, religious beliefs, cultural background, nationality, ethnicity, disabilities, sexual orientation and socio-economic background.

Inclusion refers to where current, future and potential employees feel they are:

- welcomed, safe and respected for who they are and can be themselves.
- connected to their colleagues and feel they belong.
- valued and able to contribute their perspectives and talents to our workplace.
- free from discrimination, harassment, bullying and other unlawful behaviour, and
- progressing in their career at work (i.e., have equitable access to opportunities and resources).

We recognise the benefits that diversity and inclusion bring to our business, our employees, members and stakeholders. Research shows that diversity promotes:

- stronger and more profitable business performance,
- increased productivity from employees,
- more creative and innovative thinking and decision making amongst our team,
- greater teamwork, flexibility and collaboration,
- improved employee physical and mental health and wellbeing, and
- lower risk of discrimination and harassment in the workplace.

All employees are treated on their merits, without regard to race, age, sex, marital status or any other factor not applicable to the position. Employees are valued according to how well they perform their duties and their ability and enthusiasm in maintaining the expected standards of work.

We do not tolerate any form of discrimination. We believe all employees have the right to work in an environment free of discrimination and harassment. Discrimination undermines proper working relationships and may cause low morale, absenteeism and resignations.

Under Federal and State anti-discrimination laws, discrimination against employees, clients or suppliers on the following grounds is against the law:

- race
- colour
- gender
- sexual orientation
- age
- physical or mental disability
- marital status
- family or carer's responsibilities
- pregnancy and breastfeeding
- religion
- political opinion
- national extraction (place of birth or ancestry)
- social origin (class, caste or socio-occupational category)
- industrial activities (such as belonging to a trade union)

It's also against the law to treat an employee or member unfairly because they are linked to someone from one of these groups.

Unlawful discrimination occurs when someone is treated less favourably because of one of their personal characteristics listed in the legislation. Discrimination may involve:

- offensive "jokes" or comments about another employee's racial or ethnic background, sex, sexual orientation, age, disability or physical appearance,
- display of pictures, computer graphics or posters which are offensive or derogatory,
- expressing negative stereotypes of particular groups for example, "married women shouldn't be working",
- judging someone on their political beliefs rather than their work performance,
- using stereotypes or assumptions to guide decision-making about a person's career, or
- undermining a person's authority or work performance because you dislike one of their personal characteristics.

This policy outlines the HSU's strategy and responsibilities of all to achieve a diverse and inclusive workplace that is free from discrimination.

3. Our diversity and inclusion strategy

We will take the following actions to build and enhance diversity and inclusion:

- Ensure applications are welcomed and encouraged by people from all backgrounds.
- Ensure our selection, and job allocation processes are open, fair, equitable and guard against conscious or unconscious biases that may discriminate against potential candidates.
- Ensure our roles, duties, performance expectations, and evaluation processes are clear, unambiguous and applied fairly and consistently.
- Build and maintain a safe and inclusive work environment by acting against unacceptable workplace behaviour including discrimination, harassment, bullying, victimisation and vilification.
- Provide equitable opportunities for our employees to develop their skills and experience and make the best use of our employees' diverse talents.
- Provide all employees with diversity and inclusion awareness resources and training.
- Provide reasonable adjustments for employees or potential employees with disabilities to participate in our workplace equitably.
- Regularly review all pay and remuneration to identify gender or other pay equity gaps and establish action plans to address any differences.
- Enhance the skills of our managers and leaders to drive and exemplify diverse and inclusive work practices.
- Ensure our succession and talent management processes provide the necessary learning and development opportunities to develop a diverse pool of skilled and experienced employees for consideration of advancement to more senior roles.
- Support flexible and family-friendly work practices to meet the differing needs of our employees.
- Ensure employees are familiar with the HSU's a Code Of Conduct and Values.
- Comply with anti-discrimination, bullying, harassment and equal employment opportunity legislation.
- Introduce a complaint handling system and inform all employees on making a complaint, the support systems available, options for resolving grievances and the appeals process.
- Regularly review the diversity and inclusion policy, complaint handling system and training.

4. Workplace Bullying

Workplace bullying is repeated, and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety.

Repeated behaviour refers to the persistent nature of the behaviour and can refer to a range of behaviours over time.

Unreasonable behaviour means behaviour that a reasonable person, having considered the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening.

Single incidents of unreasonable behaviour can also present a risk to health and safety and will not be tolerated.

Commitment:

The HSU has zero tolerance of workplace bullying in any form and is committed to preventing workplace bullying as part of providing a safe and healthy work environment. Workers are protected by this policy whether they feel bullied by a supervisor, another worker, member, contractor or member of the public.

The HSU will treat reports of workplace bullying seriously and will respond promptly, impartially and confidentially.

Expected Workplace Behaviours:

Under the WHS Act, workers and other persons at our workplace must take reasonable care that they do not adversely affect the health and safety of others. The HSU expects employees to:

- behave in a responsible and professional manner.
- treat others in the workplace with courtesy and respect.
- listen and respond appropriately to the views and concerns of others.
- be fair and honest in their dealings with others

This policy applies to behaviours that occur:

- in connection with work, even if it occurs outside normal working hours.
- during work activities.
- at work-related events, for example at conferences and work-related social functions
- on social media where workers interact with colleagues and their actions may affect them either directly or indirectly.

Reporting Workplace Bullying:

If you feel you are experiencing or witnessing workplace bullying, and are not comfortable dealing with the problem yourself, or your attempts to do so have not been successful, you should raise the issue promptly either with your manager, health and safety representative, other manager or human resources within the organisation. If you are a member of a union, you may also raise any issues with your representative.

If you witness unreasonable behaviour, you should bring the matter to the attention of your manager as a matter of urgency.

HSU Response to Bullying:

If workplace bullying or unreasonable behaviour is reported or observed, we will take the following steps:

- The responsible manager and Human Resources Manager will speak to the parties involved as soon as possible, gather information and seek a resolution to satisfactorily address the issue for all parties.
- If issues cannot be resolved or the unreasonable behaviour is considered to be of a serious nature, the HSU Secretary (or their delegate) will investigate the matter. Both sides will be able to state their case and relevant information will be collected and considered before a decision is made.
- The HSU Secretary will make the final decision on the matter.

- All complaints and reports will be treated in the strictest of confidence. Only those people directly involved in the complaint or in resolving it will have access to the information.
- There will be no victimisation of the person making the report or helping to resolve it. Complaints made maliciously or in bad faith may result in disciplinary action.

5. Responsibilities of employees

We require all employees to behave responsibly by complying with this policy, not tolerate discrimination or unacceptable behaviour and immediately report suspected violations to your Manager/Divisional Secretary.

If you believe you have seen behaviour towards another employee, which you consider amounts to discrimination or violation of our Diversity, Inclusion and Anti -Discrimination Policy, you are encouraged to discuss it with your Manager/Divisional Secretary.

6. Responsibilities of Managers/Divisional Secretaries

Managers/Divisional Secretaries must ensure that employees are not exposed to violations of our diversity and inclusion policy.

Managers/Divisional Secretaries are required to understand their role in promoting diversity and inclusion, personally demonstrate appropriate behaviour, promote the diversity and inclusion policy, treat complaints seriously and ensure where a person lodges or is witness to a complaint, that this person is not victimised.

7. Breaches

Discrimination, workplace harassment, sexual harassment, victimisation or vilification will not be tolerated under any circumstances.

Disciplinary action will be taken against a person who breaches our diversity and inclusion policy, or who victimises a person who has made or is a witness to a complaint. Complaints found to be malicious, frivolous or vexatious may make the complainant liable for disciplinary action.

Discipline may involve a warning, counselling or dismissal, depending on the circumstances.

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