



Workplace Diversity & Gender Equality Policy

Policy Classification		
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Policy Audience: Oaklife	Policy Status: Current	Policy Review Date: 2020
Policy Approval: This policy was approved by the Senior Leadership Team on 29 May, 2014.		
This policy supersedes all previous policies relating to matters contained herein.		

1.0 Rationale

- 1.1 Oakhill College is committed to promoting the principles of workplace diversity and gender equity. The focus of the *Workplace Gender Equality Act 2012 (Act)* is to promote and improve gender equality for both women and men, while recognising the historically disadvantaged position of women in the workplace.
- 1.2 Oakhill College recognises that our staff are our greatest asset and aims to attract and retain people with diverse skills, experience and background to deliver high quality education and training services. A workforce that reflects the diversity of our students, parents/carers and communities will be better able to understand the needs of its customers and be able to offer responsive services to communities.
- 1.3 Oakhill College respects people as individuals and values their differences. It is committed to creating a working environment that is fair and flexible, promotes personal and professional growth, and benefits from the capabilities of its diverse workforce.
- 1.4 The Workforce Diversity & Gender Equity Policy guides the development and implementation of relevant plans, programs and initiatives that recognise and promote workforce diversity across all work areas of the department.
- 1.5 All non-public sector employers with 100 or more employees are required to report annually under the Act to the Workplace Gender Equality Agency about certain gender equality indicators. In accordance with the Act [School Name] will advise employees when this report is lodged and make it accessible to employees (excluding confidential information).

2.0 Guiding Principles

- 2.1 The Workforce Diversity & Gender Equity Policy principles apply to all staff, staff recruitment and service contacts.
- 2.2 The aim of workforce diversity and gender equality in the workplace is to achieve broadly equal outcomes for men and women and opportunity for Aboriginal and/or Torres Strait Islander people; people with a disability; members of racial, ethnic and ethno-religious minority groups; young people under 25; and women in senior leadership roles. The principles are to:
 - promote and improve gender equality in employment and in the workplace;
 - promote and improve equality in employment opportunity for Aboriginal and/or Torres Strait Islander people; people with a disability; members of racial, ethnic and ethno-religious minority groups; young people under 25; and women in senior leadership roles in the workplace;
 - support employers to remove barriers to the full and equal participation workforce;
 - promote the elimination of discrimination on the basis of gender, Aboriginal and/or Torres Strait Islander people; people with a disability; members of racial, ethnic and ethno-religious minority groups; young people under 25; and women in senior leadership roles in relation to employment matters (including in relation to family and caring responsibilities);
 - foster workplace consultation between the employer and employees on issues concerning equality in employment and in the workplace; and
 - improve the productivity and competitiveness through the advancement of gender equality in the workplace.
- 2.3 Oakhill College embraces workforce diversity as a source of strength. This is not only about increasing visible differences in the workforce, but more importantly it is about the strategic advantage that comes from incorporating a wide variety of capabilities, ideas and insights in our decision making, problem solving, policy development and service delivery.
- 2.4 Oakhill College values:
 - a diverse and skilled workforce that reflects the diversity of our students, parents/carers and the NSW community and leads to better engagement with our wider community
 - a workplace culture that fosters inclusive practices and behaviours for the benefit of all staff.

- improved employment and career development opportunities for people who are under-represented in our workforce through specific programs and initiatives.
 - a work environment that values and utilises the contributions of employees with diverse skills, backgrounds, experiences and educational levels through improved awareness of the benefits of workforce diversity and successful management of diversity.
 - awareness in all staff of their rights and responsibilities with regards to equity, integrity and respect for all aspects of diversity.
- 2.5 Diversity refers to the Equal Employment Opportunity (EEO) groups under-represented in the workforce. These groups include: Aboriginal and/or Torres Strait Islander people; people with a disability; members of racial, ethnic and ethno-religious minority groups; young people under 25; and women in senior leadership roles. Other dimensions of diversity include age diversity, carer/family responsibilities, sexual orientation and socio-economic background.
- 2.4 The principles of EEO remain an important foundation for the Workforce Diversity & Gender Equity Policy, plans, programs and initiatives. The EEO principles aim to:
- ensure that staff are selected for positions on merit;
 - provide equitable access to employment, professional development and workplace participation for people who are under-represented in our workforce; and
 - ensure that workplaces are free from all forms of unlawful discrimination and harassment.

3.0 Policy

- 3.1 Oakhill College recognises the importance of a diverse and multi-talented Board and staff and their contribution to excellence in the delivery of its curriculum. Such an approach to gender equity permeates the spectrum of decisions made and practices maintained with the College.
- 3.2 Staff members are considered equally and on merit in the following areas of practice and opportunity, regardless of gender:
- Recruitment
 - Opportunities and Engagement in Professional Learning
 - Professional Conversations and Reflections
 - Line Management Support
 - Exit Interview and Reflections
 - Pastoral Care
 - Remuneration
- Conversely, the deliberate absence of gender quotas supports the approach that all staff are afforded equal consideration in all employment and training decisions.
- 3.3 The Workplace Gender Equality Act 2012 (Cth) (which replaced the Equal Opportunity for Women in the Workplace Act 1999 (Cth)) includes the following key aims, which resonate strongly with the College's approach:
- Promote and improve gender equality (including equal remuneration between women and men) in employment and in the workplace
 - Support all employers to remove barriers to the full and equal participation of women in the workforce, in recognition of the disadvantaged position of women in relation to employment matters.
 - Promote, amongst employers, the elimination of discrimination on the basis of gender in relation to employment matters (including in relation to family and caring responsibilities)
 - Foster workplace consultation between employers and employees on issues concerning gender equality in employment and in the workplace
 - Improve the productivity and competitiveness of Australian business through the advancement of gender equality in employment and in the workplace
- 3.3 In conjunction with annual reporting to the Workplace Gender Equality Agency, the College gender equality practices will include practices in the areas of recruitment, selection, transfer, promotion and reclassification, staff training, professional learning and work conditions.
- 3.4 All staff have responsibilities to support and respect equity, workplace diversity, ethical practices, workplace safety and to help prevent unlawful discrimination and harassment or bullying in their workplaces.

4.0 Procedures: (Responsibilities and Delegations)

4.1 It is the responsibility of all members of the College Community to uphold this approach to diversity and gender equality in the workplace.

5.0 Evaluation and Review

The Senior Leadership Team and College Board will manage the review of policy and practice in a manner which supports the aims of the Workplace Gender Equality Act 2012 (Cth).

Specifically, the Principal, or their Delegate, will prepare the annual report for the Workplace Gender Equality Agency, in consultation with other staff. As part of the reporting process staff are invited to consult with the Senior Leadership Team with regard to any aspect reported

6.0 Explanatory Notes and Definitions

7.0 Supporting Documents, Procedures And Guidelines

The policy has been developed in the context of Part 9A of the NSW Anti-Discrimination Act 1977 and is consistent with key legislation including:

- Community Relations and Principles of Multiculturalism Act 2000
- NSW Disability Services Act 1993
- NSW Carers (Recognition) Act 2010
- Commonwealth Disability Discrimination Act 1992
- NSW Public Sector Employment and Management Act 2002
- Teaching Service Act 1980
- Technical and Further Education Commission Act 1990
- Education (School Administrative and Support Staff) Act 1987.

8.0 Appendices