Diversity and Inclusion FRAMEWORK





ACKNOWLEDGEMENT

Interrelate acknowledges Aboriginal people past, present and emerging. We acknowledge their hardships, and their disadvantages, our aim is to work together to build a better understanding of their circumstances through their lived experiences, experiences of their past and the impacts that this has on their present and their future. We are inspired by their tenacity, generosity, wisdom and courage and wish to take this inspiration and embed it into the work we do with all our clients.

Interrelate aspires to be a leader in our community, an organisation known for working respectfully with clients from all different and diverse backgrounds. We offer a quality and high standard service to all clients regardless of their gender, race, age, disability, sexual orientation, religion, language, socio-economic circumstances, life circumstances, beliefs and any other forms of disadvantage that a client may face.

We meet clients at their point of need and walk aside them through their journey offering support and guidance, empowering clients to reach positive and healthy outcomes for themselves, their relationships and their families.



INTRODUCTION

Interrelate's Diversity and Inclusion Strategy has been developed in partnership with our staff. It demonstrates our commitment to action, focusing on Recruitment, Working Arrangements, Workplace Culture, Leadership and Communication.

Through this strategy we commit to taking up our social responsibility to make a positive contribution to social inclusion outcomes for the community in which we work and serve. To achieve excellence in the provision of services, we require a workforce that reflects the Australian community that we serve, a workplace which is inclusive and empowers everyone to contribute their best and services that are appropriate and accessible to a diverse community. Diversity in our workforce and appropriateness and accessibility of service delivery is not just a 'nice to have', it's a business imperative and it's everyone's responsibility.

Innovation and adaptability is essential for our ongoing relevance as a service provider and diversity is central to this, it brings forth new and better ways of doing things, helps us to harness the benefits of knowledge and improve the efficiency and quality of our services. When we value diversity and inclusion in our workforce and services we see many benefits to our staff, services and the communities we serve and it is this potential we want to unleash through this plan.

PURPOSE

Interrelate's vision is a world where thriving relationships are at the heart of humanity. We make this vision a reality by empowering people to thrive in their most vital part of their lives, their relationships. Building and maintaining strong relationships is not always straightforward and there are times where people need to have input to help them achieve what they want in a relationship. As an organisation we recognise how systemic inequities have affected our society and the ensuing ability of some people to access assistance when they need it. As a result, we have both a responsibility and an aspiration to ensure our services consider the unique needs of each of our service users, and that potential barriers to access and inclusion in our services are understood and attended to so that we not only contribute to improved outcomes for our service users but we also create opportunities to deepen the organisation's impact, relevance, and advancement of the public good.

Interrelate has developed this framework to demonstrate our ongoing commitment to diversity and inclusion within our organisation. It is intended to complement and strengthen the work already in process within our current staff reference groups while acknowledging that more needs to be done to improve diversity beyond these current groups. We understand that the task of achieving equity and diversity is ongoing and are committed to making continuing improvements to our processes and practices and to encourage diversity within our staff, networks and partnerships.

The framework sets out a range of strategies to ensure that our services are accessible, inclusive, respectful and meaningful to all clients, regardless of who they are, where they come from or what their life experiences have been. It seeks to ensure that involvement with our services will fit with their unique needs and circumstances.

The framework also recognises that employees and volunteers at Interrelate need to reflect the diversity of the communities in which we work and that building a diverse workforce will result in improved services. We aim to create a safe, diverse and inclusive workplace culture that supports and champions difference and ensures everyone has equal opportunity to participate, contribute and achieve their full potential.

Interrelate recognises that being open to diversity is not enough on its own and that to truly embrace diversity an organisation must identify what diversity will look like for its organisation, establish policies and strategies and track the organisation's progress. This process will assist us in achieving this.

EFINITIONS

What do we mean by diversity?

The concept of diversity encompasses acceptance and respect. It means understanding that everyone is unique and is about recognising and valuing our individual differences. It is about understanding and acknowledging that what is considered different is shaped by our context and our own social norms and is not fixed or permanent.

The dimensions that diversity may refer to include, but are not limited to, gender; language; ethnicity; religious belief; cultural background; sexual orientation; age; family responsibilities; education; socioeconomic background; occupational status; disability.

What do we mean by inclusion?

Inclusion is the achievement of an environment in which all individuals are treated fairly and respectfully, have equal access to opportunities and resources, and can contribute fully to the organisation's success.

It is about giving equal access and chances, and getting rid of discrimination and intolerance, by removing the barriers that create undue effort and separation. It enables everyone to participate equally, confidently and independently in workplace activities and opportunities.

OUR VALUES

The values that guide Interrelate in its work also underpin the diversity and inclusion framework.

Respect: Foster an environment of respect and a strength-based culture in all contact with clients and each other.

Equity: Provide people with equitable access to services and information, acknowledging the diversity, needs, rights and worth of all people.

Leadership: Be recognised as a leader in providing quality relationship services in a way that maximises outcomes for a diverse range of target groups.

Account ability: Commit to sound ethical principles and standards of practice and operate within an outcomebased framework that recognises shared responsibility and accountability.

Transparency: Serve the needs of staff and clients in a fair, ethical and impartial manner, and provide consistent and transparent practices and procedures.

Empowerment: Offer services that focus on empowering people to build capability and resilience.



FRAMEWORK

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Specific and targeted Action Plans for five diversity areas are outlined in this document. The diversity areas Interrelate has identified are:

- Aboriginal and Torres Strait Islanders
- People from Culturally and Linguistically
 Diverse Backgrounds
- Lesbian, Gay, Bisexual, Transgender, Intersex, Queer and Questioning
- People with Disability
- Gender Equality

Working arrangements Recruitment Customer service

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SIX FOCUS AREAS

The Action Plan will hold Interrelate accountable to support and increase representation of each diversity group by providing measurable actions that pertain to each of six focus areas.



Recruitment

- Interrelate actively seeks out opportunities to increase the representation of people from diverse backgrounds in the workplace.
- Interrelate puts in place measures to ensure the selection and promotion process is fair for all applicants.



Working arrangements

- Interrelate creates appropriate Human Resources strategies that recognise and are responsive to the needs of diverse communities.
- Interrelate values the experiences and the contributions made by people from diverse backgrounds and there is a high level of staff engagement in diversity and inclusion initiatives.
- Interrelate provides a supportive and positive environment for all staff.



Workplace culture

- Interrelate values the experiences and the contributions made by people from diverse backgrounds and there is a high level of staff engagement in diversity and inclusion initiatives.
- Interrelate provides a supportive and positive environment for all staff.



Leadership

- The Interrelate Board, Executive and Leadership Team promotes and demonstrates diversity and inclusion in the workplace.
- Diversity training is scheduled and available for all staff.



Communication

- Diversity initiatives and events are regularly held and communicated well to all staff.
- Interrelate Leadership takes action on diversity issues raised by staff
- The communication of Interrelate is inclusive and respectful of diversity



Customer service

We offer a quality and high standard service to all clients regardless of their gender, race, age, disability, sexual orientation, religion, language, socio-economic circumstances, life circumstances, beliefs and any other forms of disadvantage that a client may face



STAFF REFERENCE GROUPS

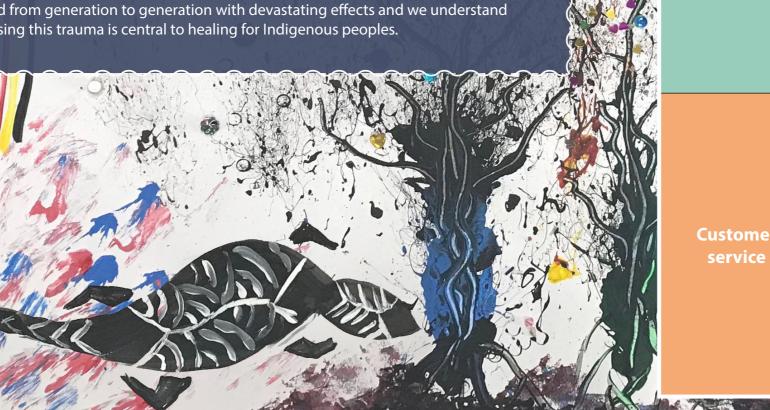
Guiding our approach are our current staff reference groups who will play a key role in supporting and driving the implementation of this framework. These reference groups serve as a standard by which we measure our behaviours and attitudes. The groups provide insight and challenge around the way that we organise our work and help us to identify social norms that discriminate against particular communities. The groups comprise of representatives from each region who have expertise or consumer experience in the area they represent and who work within a terms of reference to assist with the planning and ongoing development of inclusive services.

Current staff reference groups include

- Kutanya (Aboriginal and Torres Strait Islander) group
- LGBTIQ reference group
- CALD Reference group

Aboriginal and Torres Strait Islanders (ATSI)

We acknowledge the Australian Aboriginal and/or Torres Strait Islander peoples as the first inhabitants of the nation and the traditional custodians of the lands where we work, learn and live. Interrelate's vision for reconciliation is to recognise, respect and value Aboriginal and Torres Strait Islander peoples' cultures, history, needs and to celebrate their contributions and achievements. With this knowledge, we aim to ensure that all our services can enhance the wellbeing, safety and resilience of all Aboriginal and Torres Strait Islander children, families and communities. We recognise that the intergenerational trauma that Aboriginal and Torres Strait Islander people experience as a result of colonisation continues to be passed from generation to generation with devastating effects and we understand that addressing this trauma is central to healing for Indigenous peoples.



FOCUS AREA ACTIONS Continue to fully implement our Aboriginal Employment strategy Recruitment Increase training, employment, traineeships, and professional Working development opportunities for Aboriginal and Torres Strait Island arrangements peoples and workers. Conduct a cultural audit across a Workplace Interrelate offices. culture Support Kutanya in its work. Ensure the Stretch RAP is developed and fully understood Leadership and implemented in service and business areas. Acknowledge the harm done and listen to the stories of Aboriginal and Torres Strait Islander families and communities by past practice and social policies and seek to redress this by providing services that can empower and promote Communication access and equity. Foster inclusive cultures by celebrating days of significance f Aboriginal and Torres Strait Island people. Increase the number of Aborigin and Torres Strait Islander people using services by strengthening relationships with local Aborigina communities and ensuring our si are culturally welcoming. Customer Create evidence-based programs to address the gaps that currentl exist in community in supporting thriving relationships.

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	MEASURE OF SUCCESS	wно
	Staff representation of ATSI maintains as a minimum of 6% and increases in areas where those communities reflect a higher population percentage of ATSI inhabitants.	BDM's PC&P
er	ATSI staff are represented across a broad range of program areas.	BDM's PL's PC&P
	Cultural audits have been completed across all sites.	RI Kutanya
	Development and Implementation of the Stretch RAP is completed successfully.	ALL
	Build culturally significant days into the annual marketing calendar.	Marketing Team
r	Sites report initiatives or participation in events that are culturally significant to ATSI communities.	BDM's, PL's
	Site audits show that sites are culturally welcoming. Evidence of strong	OS's PL's BDM's Kutanya
S	connection with local ATSI communities.	
	Client data (% of ATSI clients in regions) in CRM.	Data Team
	Research informs practice Specific evidence based progams exist.	
	Client satisfaction reflects cultural responsiveness.	

Lesbian, Gay, Bisexual, Trans, Intersex and Queer or Questioning (LGBTIQ)

Even though there is an increasing acceptance of LGBTIQ people in society and greater visibility in the media and public life, many LGBTIQ people still experience discrimination, harassment and violence at work, school and in social situations. Interrelate is committed to providing safe, accessible, inclusive, respectful and meaningful services to enhance the wellbeing of LGBTIQ persons. Interrelate will address the discriminatory, attitudinal and social barriers affecting LGBTIQ individuals, families and communities. Interrelate acknowledges the historical and current human rights abuses against LGBTIQ peoples. As relationship experts we will stand alongside our LGBTIQ communities to address discrimination and promote respect and equity for ALL families.

FOCUS AREA ACTIONS Recruitment advertising is explicit Recruitment around Interrelate's diversity and inclusion policy. Contribute to the development of Working strategies to achieve, maintain and arrangements monitor LGBTIQ inclusion at Interr Work to understand the barriers fo the LGBTIQ community in accessir services/workforce and ensure that Workplace services/workplaces are welcoming culture Undertake an organisation-wide review of how inclusive our day to practices are. Develop opportunities to increase understanding of LGBTIQ peoples LGBTIQ service delivery. Complete the annual AWEI submis and work to increase level of Leadership accreditation. LGBTIQ Working Group is support and inspired by a strong and committed workplan of action. Actively plan, promote and participate in community events and communications that celebrat advocate for and promote LGBTIQ Communication inclusion. Strengthen relationships and pron Interrelate services to LGBTIQ organisations. Review and improve our intake processes to ensure they collect an record information in a way that is appropriate and respectful of LGB clients. Customer

Develop a list of LGBTIQ services including informal networks for referrals.

service

Review services to ensure inclusio LGBTIQ community.

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Culturally and Linguistically Diverse (CALD)

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Australia has a culturally diverse population, and Interrelate services need to be inclusive of all families who are part of our multicultural society. The term "culturally and linguistically diverse" (CALD) is commonly used to describe people who have a cultural heritage different from that of most people from the dominant Anglo Australian culture. Interrelate is committed to building an effective organisation that is safe, responsive and culturally appropriate in meeting the needs of CALD staff, individuals, families and communities, by supporting the strengths that reside in those communities. To do this we need to recognise that people from culturally and linguistically diverse backgrounds are all unique. There are many different cultural and ethnic groups, considerable diversity within each of these groups, as well as many other factors which affect each person's identity, including people who may have a bicultural or multicultural heritage. It also requires the organisation to acknowledge and respect the individual rights of these individuals to practice their faith, cultural practices and customs and to embrace what makes us unique.

FOCUS AREA	ACTIONS	MEASURE OF SUCCESS	₩НΟ
Recruitment	Work to increase awareness of the effects of affinity bias and other unconscious biases, through training and prompts to serve as reminders before panels meet to make hiring decisions.	Training in affinity bias has been conducted for all staff who participate in recruitment activities.	PC&P RI
Working arrangements	Review policies and practices to identify and remove systemic barriers to inclusion.	Policies and practices reflect inclusion principles.	PC&P
Workplace culture	Develop a working knowledge of the migration experience Develop an understanding of the refugee experience.	Training of staff to improve knowledge and skills in working with CALD. Staff report understanding and awareness of migrant and refugee experience.	RI PL's
Leadership	Identify practices and systems that hinder cultural competency. Develop opportunities to increase understanding of people from diverse backgrounds.	The number of partnerships that have been developed with Migrant and Refugee organisations. Case-studies for the annual report (1-2) to showcase our work with CALD communities.	BDM's PL's Marketing Team
ommunication	Foster inclusive cultures by celebrating days of significance to our wider communities including Harmony Day. Build key events into the annual marketing calendar. Foster inclusive cultures by celebrating the diversity of our staff through communication strategies to all staff.	Sites report on activities that they have initiated or participated in that celebrate CALD communities. Staff stories promoted to inform and educate staff.	BDM's PL's Marketing Team
Customer service	Use an accredited professional interpreter when a person is unable to communicate effectively in English. Monitor access to services by people from culturally and linguistically diverse backgrounds through data collection. Modify service delivery to support cultural inclusion. A culturally aware workforce supports diversity in service delivery.	Staff are competent in accessing interpreter services and actively use these services when needed. The percentage (%) of CALD clients in regions in line with ABS data (CRM). Programs reflect client needs. Client satisfaction reflects cultural responsiveness.	PL's Data Team

People with a Disability

Disability is not restricted to those members of the community who are currently outside or on the fringes of the workforce. It is a normal part of the diversity of the existing workforce for every employer, including Interrelate. We need to consider that effective accommodation of disability has to be seen as part of the expectations of managing our workforce. People with disabilities add to the variety of viewpoints needed to be successful and bring effective solutions to today's professional challenges. The organisation and its work is made stronger when all segments of the population are included in the workforce and in the customer base. We need to understand the potential barriers and the facilitators that affect participation and limit the opportunity for people with a disability to engage in workplace activities.

Interrelate is committed to the attraction, recruitment and retention of people with disability. Our focus will be to provide universal access, remove barriers and learning and career advancement equality. We will implement a number of strategies and policies to encourage job applications from people with disability, and want to be seen as an employer of choice for people with disability.

Working arrangements

FOCUS AREA

Recruitment

ACTIONS

Develop recruitment processesReto enable more candidates withanda disability to consider and joinPerInterrelate.mRecruitment information willassinclude clear descriptions aboutththe inherent requirements of thejobjob so people with disability canself-select.Refpr

Tools are in place to remove barriers for people with disability to apply and work in Interrelate.

Convene and support a staff reference group including: staff with disability, staff who care for a person with disability, or staff who have an interest in disability inclusion and participation to share ideas and engage and inform us on initiatives and strategies relevant to people with disability or carers of people with disability.

Offer reasonable adjustments in working arrangements. E.g. flexible working arrangements, work place modifications and technological assistance.

MEASURE OF SUCCESS	wно		
Recruitment information refers to diversity and inclusion for people with an impairment. People with disability can request workplace modifications or reasonable adjustments to assist in applying for positions, participate in the recruitment process, and with their daily job.	PC&P		
 Reasonable adjustments can be requested by prospective staff including and not limited to: interpreters, readers, attendants or other work-related assistance information and communication in accessible formats assistive technology such as screen reader adapted methods for testing, assessment or selection 			
Percentage of staff with a disability employed.			
Reference group meets 6 times a year and is attended by most members on a regular basis.	PC&P		
 Reasonable adjustments can be requested by staff including and not limited to: interpreters, readers, attendants or other work-related assistance information and communication in accessible formats such as converting text to audio, providing larger print versions of documents, and provision of a talking calculator assistive technology such as screen reader JAWS, screen magnifier Zoomtext, and speech to text application Dragon Naturally Speaking additional workplace equipment or facilities adjustments to work methods and arrangements adapted methods for testing, assessment or selection Training for staff, co-workers and supervisors 			
Work-plan developed in first 6 months.			

	FOCUS AREA	ACTIONS	MEASURE OF SUCCESS	wно
	Workplace culture	Foster inclusive cultures by celebrating events such as Carers Week, Mental Health Week and International Day of People with Disability to promote understanding of people with a disability and encourage support for their dignity, rights and wellbeing. Build the significant days into the annual event calendar.		Marketing Team
	Leadership	Consider the ways in which participation by people with disabilities or their carers is prevented or limited and define and implement strategies to overcome these.	Access strategy developed.	Working group/ Executive
	Communication	Customers with disabilities portrayed in information produced by the organisation. Stories of success promoted.	A survey of organisational material shows people with disabilities are portrayed in information and advertising.	Marketing PC&P
ACTION PLAN People with a Disability (continued)	Customer service	Improve the knowledge, awareness, skills and behaviour of employees to better understand and respond to the diverse needs and choices of potential customers who have a disability. Increase the up-take of Interrelate services by people with disabilities.	Percentage (%) of people with disabilities in line with ABS data.	Data Team



Gender Equality

In recent decades, women in Australia have made significant strides towards equality with men. At universities, in workplaces, in boardrooms and in government, a growing number of women have taken on leadership roles, forging pathways for other women and girls to follow. Despite this progress, women and girls continue to experience inequality and discrimination in many important parts of their lives, which can limit the choices and opportunities available to them. Studies still determine there is an unequal distribution of household chores and caring roles dependent on gender and as a result women are more impacted by Family / Work conflict.

Violence against women remains as prevalent as it was 20 years ago. An estimated 1.2 million women in Australia over the age of 15 have experienced domestic or family violence, usually at the hands of a male partner. Almost two-thirds of women affected by domestic and family violence are in some form of paid employment. Given that poverty – or fear of poverty – is a major reason for victims and survivors remaining in violent or abusive relationships, the support and security that a woman receives from an employer can often make the difference. Addressing domestic and family violence as a workplace issue is an important part of ensuring gender equality in the work place.

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Interrelate seeks to promote gender equality and counter discrimination, sexual harassment, violence against women and other barriers to gender equality.

FOCUS AREA	ACTIONS	MEASURE OF SUCCESS	ЮНО
Recruitment	Evaluate organisational culture towards gender equity and address issues and review policies and procedures as required.	Board has equal representation of gender diversity. Executive team has representation of gender diversity.	Board PC&P
	Workplace Gender diversity reporting questionnaire completed and action plans developed.	Gender equality indicators demonstrate gender equality standards are being met.	
	Flexible work and family-friendly polices/practices are designed and accessible to benefit all employees.	Analysis of uptake of flexible work arrangements, including parental leave, by men and women.	PC&P
Working arrangements	Ensure consistent, supportive, and respectful approaches for the safety of employees and their workplaces where people are experiencing domestic and/ or family violence.	Staff report awareness of Domestic Violence Policy and procedure and data shows evidence of it being used by staff.	
Workplace culture	Gender equality objectives are fully embedded within business and people polices and processes rather than standing alone.	Policies and Procedures reflect Gender Equality objectives.	ALL
Leadership	The leadership team recognises the need for gender equality action and actively communicates its role in driving progress.	Attendance at conferences such as 'Women in Leadership'. Sector development in promoting the leadership of women to networks (e.g. Probono).	Executive
Communication	Contribute to initiatives that highlight Domestic and Family Violence as a significant problem in our communities. Highlight social issue through social media and media campaigns.	Sites report activities that they have initiated or participated in that challenge domestic and family violence.	BDM's / PL's Marketing Team
Customer service	Services are delivered in a range of mediums and timeframes to make them more accessible for both men and women.	Client feedback surveys / COMS show satisfaction with access to services.	BDMs RI Data Tear





LEGAL FRAMEWORK

Interrelate is aware of and complies with legal requirements that currently exist within Australia for the protection and rights of all people who make up our client group, our supporting communities and our workforce. All actions taken within this framework will recognise and be guided by anti-discrimination legislation.

Age Discrimination ACT 2004:

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Makes it unlawful to discriminate against someone on the grounds of their age in areas including work, education and access to premises. To remove barriers for older people participating in society and change negative stereotypes about older people.

Australian Human Rights Commission Act 1986:

Provides an avenue of redress for those alleging discrimination and provides for the rights of these persons.

Carer Recognition Act 2010:

To increase recognition and awareness of the role Carers play in providing daily care and support to people with disability, medical conditions, mental illness or who are frail aged.

Disability Discrimination Act 1992:

Makes it unlawful to discriminate against someone on the grounds of a disability (including disease).

Despect

Fair Work Act 2009:

Provides a safety net of minimum terms and conditions of employment through the National **Employment Standards (NES).**

Racial Discrimination Act 1975:

Makes it unlawful to discriminate on the grounds of race, colour, national or ethnic origin.

Sex Discrimination Act 1984:

Makes it unlawful to discriminate against someone on the basis of a person's sex, marital status, pregnancy or potential pregnancy or to sexually harass another person.

Work Health and Safety Act 2011:

Requires that employers and employees must maintain a secure, healthy and safe workplace environment; and an employer must take practicable precautions to prevent harassment.

Workplace Gender Equality Act 2012:

Provides a regulatory framework for the Australian Government to assist employers to improve gender equality outcomes within their workplaces.



ROLES AND RESPONSIBILITIES

All employees

have the responsibility to maintain an environment that is safe, respectful and productive. Everyone has the right to be treated fairly within the workplace in an environment that recognises and accepts diversity. We can all contribute by participating in workplace diversity and inclusion activities and opportunities and complying with all anti-discrimination and workplace diversity legislation.

Managers and Practice Leads

can contribute by displaying a positive commitment to workplace diversity and inclusion, being role models, fostering an inclusive workplace culture, dealing quickly and effectively with inappropriate behaviour and participating in diversity training and encouraging team members to attend.

People Culture and Performance

can provide guidance and assistance to the organisation in the implementation of practices and policies to achieve the measurable objectives and can ensure that appropriate training and guidance is made available for staff.

Executive

can monitor the performance of the Diversity and Inclusion measurable objectives and make recommendations to the Board on successes and challenges. They can keep this framework and policy under review and make amendments to it as needed. Report to the Board annually on any amendments.

Our Board

will play a critical role in helping our organisation understand the context in which we work and how best to prioritise resources and strategies around our Diversity and Inclusion framework based on that reality.

The success of the plan is dependent upon the support of everyone in the organisation. Everyone has a responsibility for contributing to a culture which supports and values diversity and inclusion.





CIRCLE SE INCLUSION

EVALUATION

The effectiveness and achievement of our goals for diversity and inclusion will be reviewed and reported on quarterly. The report will be provided to the CEO and the executive team. The review will focus on the implementation of the actions, the progress made and successes. It will also identify any adjustments required to improve effectiveness.

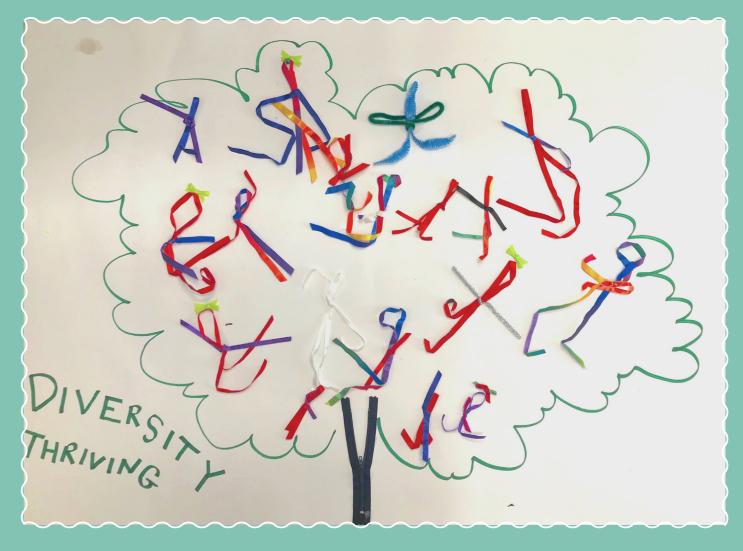
The outcome of the evaluation and review will guide the development of further action plans.

THE BOARD AFFIRMS:

- Interrelate's Constitutional values and that inclusion of diversity is an unassailable expression of those values.
- Inclusion of diversity broadens the capability and strength of both Interrelate and our society.

THE BOARD IS COMMITTED:

- to inclusion of diversity within its composition to best equip the Board for optimal governance.
- to directing and supporting its CEO for the execution of strategy for the inclusion of diversity to best enable Interrelate to pursue its purposes.



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