

Scope Group Workforce Diversity, Equity and Inclusion Policy

PURPOSE

This Policy states Scope Groups' (Scope) commitment to building a diverse, equitable and inclusive employment environment where all employees are supported, respected, valued and enabled to thrive.

Scope provides services to a diverse community. We operate without discrimination, and we are committed to providing a diverse, accessible, equitable and inclusive workplace,

Scope is committed to the provision of equitable opportunities for all employees and an inclusive workplace free from discrimination, harassment, vilification and victimisation or any other form of inappropriate behaviour.

Scope provides a safe working environment

APPLICATION

This policy applies to all Scope Group employees, Directors, Officers (including Executives, Company Secretary and Board Committee Members), Volunteers, Students, Contractors and Consultants.

RESPONSIBILITY

Accountable Executive (or delegate)	Is responsible for: a) ensuring the effective implementation of this Policy; and b) ensuring it remains current and accurate in line with business, contractual, legal or regulatory requirements in alignment with the Policy Governance Framework.
Managers	Are responsible for ensuring that this Policy is being adhered to.
Employees, Contractors, Students and Volunteers	Are responsible for adhering to this Policy and ensuring the requirements within the Policy are applied within their daily work.

POLICY

Scope's purpose is to create meaningful opportunities for people with disabilities to belong and thrive. Guided by our purpose, vision and values, Scope aims to see the person, rather than the characteristic, and ensure all employees are respected and valued in our community and are free to bring their whole selves to work.

Diversity in gender, gender identity, people with disability, cultural backgrounds, nationality, age, religious faith, and sexual orientation are welcomed and valued. We recognise that diversity promotes a richer, stronger, more robust work environment, which is better able to serve our diverse customer community.

Scope's Code of Conduct ensures that all employees understand appropriate workplace behaviour. Inappropriate behaviour in the workplace is taken seriously and management have access to relevant policies and procedures to address concerns and complaints, appropriately, confidentially, fairly and in a timely manner

Scope recognises that a diverse and inclusive workplace culture is valued by potential new employees and provides the organisation with an advantage when competing for talent and retaining talented people.

Scope aims to promote:

- A diverse workforce that is reflective of the communities we support
- Equitable processes that enable everyone to reach their full potential; and
- An inclusive and accessible environment where all our employees feel safe and empowered to bring their full selves to work

1. Scope's commitment

- a. Scope will continue to work to remove barriers to inclusion in employing employees with a diverse range of personal circumstances and characteristics. This includes, but is not limited to:
 - revising and improving recruitment and onboarding processes as necessary;
 - providing reasonable adjustments to workspaces and conditions where needed;
 - providing access to flexible working arrangements and support; and
 - providing information, awareness and training to assist employee and managers in identifying and redressing bias in hiring and recruitment
- b. Scope will use appropriate language to foster the inclusion of employees from diverse backgrounds, informed by the expressed preferences of communities and individuals (including the use of individuals' preferred names and gender pronouns).

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Title	Scope Group Workforce Diversity, Equity and Inclusion Policy	Document Number	SCOAU-836883492-57
Owner	Chief People and Culture Officer	Version	1
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- c. Scope recognises that personal presentation is an important aspect of identity. Employee’s expression of their cultural and gender identity is encouraged, while remaining appropriate for work and in accordance with occupational health and safety requirements.
- d. Participation, representation and awareness of diversity will form part of Scope Group’s Diversity and Inclusion activities to promote and celebrate through acknowledgement, communications and events.
- e. Where appropriate and lawful, Scope may elect to identify particular cohorts for employment, advancement, education and other opportunities, where doing so will serve to provide opportunities for greater diversity, inclusion and equity.

2. Embedding a diverse and inclusive workplace

- a. Scope recognises that the culture of its workplaces is a product of the behaviour and conduct of its people - how we treat each other, those we serve and stakeholders while conducting our work.
- b. Scope sets clear expectations for our people regarding the actions, conduct and behaviour that support a diverse, equitable, accessible and inclusive workplace. These expectations are reflected in the Scope Group Code of Conduct, our Values, strategic and operational plans, policies, procedures, and other related documents and in new organisational initiatives.
- c. Scope does not tolerate behaviours that undermine a diverse, equitable and inclusive workplace, including but not limited to behaviour that is unlawful such as discrimination, harassment, bullying, vilification and victimisation. We ensure that all Scope Group environments are free of these behaviours, in accordance with our Bullying, Discrimination and Harassment Prevention Policy and Staff Code of Conduct, and that all people participating in our community are treated with dignity and respect.
- d. These expectations will be explained and reinforced through general communications and targeted education programs and compulsory staff training.
- e. We aim to promote a ‘speak up’ culture that encourages our employees to report or raise concerns regarding conduct or unacceptable and/or unlawful behaviours that is not consistent with this Policy or other related documents.

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- f. Scope will develop a Diversity, Equity and Inclusion Framework and specific Action Plans, focused on the priority population groups, to support the implementation of the organisation’s commitment to Diversity, Access, Equity and Inclusion.
 - Aboriginal and Torres Strait Islander People
 - People with Disability;
 - People from Culturally and Linguistically Diverse Backgrounds
 - Lesbian, Gay, Bisexual, Trans and gender diverse, Intersex and Queer

3. Equal Employment Opportunity (EEO)

- a. As an employer, Scope is legally obliged to conduct its business in a manner consistent with EEO.
- b. Every person will be given a fair and equitable chance at appointment, and to pursue their career as effectively as others.
- c. We recognise our responsibility to support our workers and clients to understand, and put into practice, equitable, non-discriminatory and respectful treatment of others.
- d. Scope upholds the EEO principle and meets its legal obligations by:
 - identifying and removing unnecessary barriers to employment;
 - ensuring employment decisions are based on merit, rather than on characteristics that are irrelevant to successfully fulfilling the responsibilities of the position (including characteristics protected by law);
 - ensuring employees’ have access to career development opportunities including training and development, promotion, secondments or other job opportunities, are available to all employees and tailored to meet individuals’ skills, knowledge and experience, and the business needs. Recognising the right of all participants in our community to work and live in an environment which is free from unlawful discrimination, harassment, vilification and victimisation; and
 - providing equitable access to benefits and services by all employees regardless of their characteristics.
- e. Scope will identify any systemic barriers to access and participation in employment or services, and work to ensure the inclusion of staff with a diverse range of personal circumstances and characteristics.

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- f. Managers involved in our recruitment process will be aware of their responsibility to ensure that recruitment decisions are based on assessing the skills, knowledge and experience of applicants in relation to the inherent requirements of the position and Scopes values.

4. Cultural Safety

- a. Cultural safety is about creating an environment that is safe for Aboriginal and Torres Strait Islander people and people from Culturally and Linguistically Diverse Backgrounds, where there is no assault, challenge or denial of their identity, of who they are and what they need. This means there should be:
 - shared respect, meaning and knowledge;
 - experience of learning together with dignity and truly listening
 - addressing unconscious bias, racism and discrimination
- b. Scope is committed to promoting and celebrating the value of cultural, religious, racial and linguistic diversity, and embrace equal opportunities for all employees so that they can participate freely in all areas of the workplace.

5. Collection, Security, and Use of Diversity Data

- a. Scope will collect and retain diversity data with the consent of employees, for the purpose of understanding and improving its overall employee diversity profile.

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RELATED POLICY, INSTRUCTIONS AND ADVICE

Supporting Information

Legislative and Regulatory Compliance	<p>This Policy supports Scope Group’s compliance with the following legislation and/or Standards:</p> <ul style="list-style-type: none"> • Age Discrimination Act 2004 (Cth); • Australian Human Rights Commission Act 1986 (Cth); • Charter of Human Rights and Responsibilities Act 2006 (Vic); • Disability Discrimination Act 1992 (Cth); • Disability Standards for Education 2005 (Cth); • Equal Opportunity Act 2010 (Vic); • Occupational Health and Safety Act 2004 (Vic); • Racial and Religious Tolerance Act 2001 (Vic); • Racial Discrimination Act 1975 (Cth); • Sex Discrimination Act 1984 (Cth); • Workplace Gender Equality Act 2012 (Cth).
Parent Document (Policy and Protocol)	<p>Nil</p>
Supporting Documents	<ul style="list-style-type: none"> • Scope Values • Scope Group Whistleblower Policy • Scope Group Code of Conduct Policy • Reconciliation Action Plan • Disability Action Plan
Related Documents	<p>Scope Group Bullying, Sexual Harassment and Discrimination Prevention and Management Policy</p>

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Definitions and Acronyms

Scope Group	Scope Group refers to Scope (Aust) Ltd (Scope) and its subsidiaries and associated entities (Home@Scope Pty Ltd, Disability Services Australia Ltd, DSA Mentoring Services Ltd and Macquarie Employment Training Service Ltd).
Equal Employment Opportunity (EEO)	The principle that all people have equal access to employment opportunities, free from unlawful discrimination and bias. It is one of the ways Scope can promote and embed a diverse, equitable and inclusive workplace.
Discrimination	Treating, or proposing to treat, someone unfavourably or bullying them because of a personal characteristic protected by law.
Diversity	is the differences between people which make them unique. It includes skills, knowledge, experiences and perspectives of individuals and groups. It can refer to demographic characteristics, such as age, gender, gender identity, sexual orientation, intersex status, religion or national origin or social origin. Diversity can also be represented by personal characteristics such as disability, medical conditions, carers' responsibilities, pregnancy or potential pregnancy, or any other personal characteristic of an individual.
Inclusion	is the way an organisation's culture, values, workplaces and behaviours make a person feel valued, included and able to participate fully. It relates to a work environment where all people are treated fairly and respectfully, with equality of opportunity.
Unacceptable behaviour	Unacceptable behaviour is any behaviour that undermines Scope having a diverse workforce and inclusive workplace and includes behaviour that is not consistent with Scope Code of Conduct and Values.

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