

PURPOSE

To ensure that the workplace consists of people stemming from various backgrounds in skills, knowledge, and experience.

KEY ROLES

All employees of KTS & YRRS Recycling that are involved with hiring of staff.

REFERENCES

- Equal Opportunity Act 2010 – (Part 4 Division 1)
- KTS Return to Work Policy
- KTSGP-14 Bullying and Discrimination Procedure
- Safe Work Australia Diversity and Inclusion Strategy and Action Plan 2016-2019

DEFINITIONS

Workforce diversity and inclusion means to respect and value all employees regardless of factors including, but not limited to age, language, ethnicity, disability, health status, family responsibilities and sexual orientation.

According to the Safe Work Action Plan, there are 6 specific diversity areas which include gender equality, people with disability, Aboriginal and Torres Strait Islanders, people from cultural and linguistically diverse backgrounds, mature aged employees, and lesbian, gay, bisexual transgender, intersex, and questioning (hereafter LGBTIQ).

METHOD

1. There are 5 live focus areas in relation to upkeep workplace diversity. They include recruitment, working arrangements, workplace culture, leadership, and communication.

2. **Recruitment:**

Gender Equality

- a. KTS takes promoting equal opportunity and recruitment seriously. It ensures that all jobs that are advertised take into account non-discriminatory work practices and requirements.
- b. All selection panels consist of both male and female representation, where possible.
- c. All staff are selected based on merit and to harness the promotion of diversity.

People with Disability

- d. Where possible and where the role provides, KTS endeavours to work with disability services to successfully employ people with a disability.
- e. KTS aims to foster an inclusive environment to all types of people and ensures that people with a disability are looked after by management and fellow staff. KTS prides itself on its minimal bullying records and the safe and happy work environment it can provide all staff.

Aboriginal and Torres Strait Islanders

- f. KTS aims to recruit people from all backgrounds, including Indigenous and Torres Strait Islanders.

People from Culturally and Linguistically Diverse Backgrounds

- g. KTS always strives to employ people from a diverse range of backgrounds.

Mature Age Employees

- h. KTS strives to recruit people from all backgrounds, including those of mature age.

LGBTIQ Employees

- i. KTS strives to recruit people from all types of sex/gender orientation and identity backgrounds.

3. Leadership

Gender Equality

- a. All management staff are aware of promoting diversity and inclusion in the workplace. They are aware of how to create an inclusive work environment to cater to diverse needs.
- b. KTS strives to promote an equal ratio of males to females in management staff and employees where possible.

People with Disability

- c. All management staff are aware of how to work with employees with disability and how to cater to their needs.

Aboriginal and Torres Strait Islanders

- d. All employees of Aboriginal and Torres Strait Islander background are provided equal opportunities and promoted development to upskill, be promoted and obtain management positions.

People from Culturally and Linguistically Diverse Backgrounds

- e. All management staff respect all cultures and are aware of not discriminating based on cultural and linguistic diversity.

Mature Age Employees

- f. KTS fosters a healthy work environment that allows for mature age employees to officially or unofficially pass their knowledge or training to younger employees.

LGBTIQ Employees

- g. KTS does not tolerate any discrimination and so fosters inclusion of all types of LGBTIQ people and promotes diversity.

4. Working Arrangements

Gender Equality

- a. KTS works hard to enable flexible working arrangements for all employees based on any one of the 6 diversity categories.

- b. KTS supports parents in taking parental leave as needed and allows access to flexible working arrangements upon return to work.
- c. KTS also supports employees who have injured themselves in promoting alternate duties. This is reflected in the Return to Work Policy.

People with Disability

- d. KTS supports all people with disability in order to accommodate to their needs.
- e. Where needed KTS provides employees with flexible work arrangements.
- f. KTS endeavours to make reasonable judgments were required to promote an alternative working environment.

Aboriginal and Torres Strait Islanders

- g. KTS ensures that flexible working arrangements are provided to Aboriginal and Torres Strait Islanders to accommodate for any cultural requirements.

People from Culturally and Linguistically Diverse Backgrounds

- h. KTS tries to accommodate staff requirements for employees that require space to pray, where possible.

Mature Age Employees

- i. KTS aims to provide and discuss ongoing flexible working arrangements with mature aged employees during performance reviews and where necessary.

LGBTIQ Employees

- j. Where required, KTS will work with employees to ensure that where gender identity needs to be provided in forms or other, that those that identify as other than 'male' or 'female' have access to do so.

5. Workplace Culture

Gender Equality

- a. Where appropriate, gender equality discussions and toolbox meetings are held to promote equal opportunity.

People with Disability

- b. KTS creates and maintains healthy relationships with external charities and community organisations to assist providing people with disability the ability to live a full and happy life.

Indigenous and Torres Strait Islanders

- c. KTS fosters an inclusive environment for Indigenous and Torres Strait Islanders by promoting inclusion, equality and safe work practices.

People from Culturally and Linguistically Diverse Backgrounds

- d. Where appropriate, cultural awareness training sessions or information is provided to staff and management.

Mature Age Employees

- e. Where needed, KTS assists mature age employees with external transition to retirement programs.

LGBTIQ Employees

- f. KTS strives to promote inclusion of all genders and does not tolerate discrimination.

6. Communication

Gender Equality

- a. KTS celebrates and acknowledges achievements made.

People with Disability

- b. KTS promotes and provides information to its management staff and employees on supporting people with disability. It aims to foster a healthy working environment for all employees.

Indigenous and Torres Strait Islanders

- c. KTS celebrates and takes pride in Indigenous culture and diversity in the workplace.

People from Culturally and Linguistically Diverse Backgrounds

- d. KTS promotes and celebrates the culturally and linguistically diverse selection of staff it has. It takes pride in the diversity and always aims to foster healthy, respectful relationships.

Mature Age Employees

- e. KTS communicates with mature aged employees with regards to information about entitlements, superannuation and retirement where required.

LGBTIQ Employees

- f. KTS communicates with the needs to LGBTIQ staff and aims to ensure inclusion on all levels. KTS supports and promotes LGBTIQ.

- 7. KTS always aims to create and sustain a healthy, respectful, and diverse workplace and relationships.
- 8. It takes pride in the diversity it represents that stems down from management to staff.
- 9. KTS takes the needs of its employees very seriously and all matters raised to management are thoroughly investigated. Where employees or subcontractors report about bullying/discrimination or harassment of any kind the 'KTS Equal Opportunity Discrimination, Sexual Harassment and Anti-Bullying Policy' is employed.