



Equal Opportunity and Diversity, Equity & Inclusion Guide

Contents

Contents	3
Forms	4
Section One – Equal Opportunity	6
What is Discrimination?.....	6
Types of Discrimination	6
Legislation and Prohibited Grounds	9
Employment Considerations for Particular Demographics	20
Other Reporting Obligations	25
Penalties	30
Where Can Complaints be Made?.....	31
Recruitment	33
Pro-forma Equal Employment Opportunity Policies	34
Section Two – Harassment & Workplace Bullying	36
Codes of Practice	36
Harassment in the Workplace	39
Liability	44
Workplace Bullying.....	56
Develop and Implement Policy and Procedures.....	59
How to Minimise Workplace Bullying	60
Complaints	61
Investigating Complaints of Harassment, Workplace Bullying or Victimisation	62
Section Three – Diversity, Equity, & Inclusion	66
What is Diversity, Equity, and Inclusion?	66
The Key to Inclusive Organisations	70
What is Inclusive Leadership?.....	71
Mindsets of Inclusive Leadership.....	71
How Can Organisations Encourage Inclusive Leadership?	72
DEI Councils	73
Developing a Policy.....	74
Benefits of DEI	78
DEI Initiatives.....	80
Schedule One - Important Terminology	91
Schedule of Rates	94

Forms

Checklist – Recruitment – Process

Checklist – Recruitment – Employing Overseas Workers

Form – Recruitment – Interview Questions

Form – Recruitment – Immigration Status

Form – HR – Employee Complaint

Letter – HR – Requestion for Flexible Working Arrangements

Letter – HR – Acceptance of Flexible Working Arrangements

Letter – HR – Refusing Request for Flexible Working Arrangements

Template – Contract of Employment – Individual Flexibility Arrangement National System Award Covered

Policy – HR – Code of Conduct

Policy – HR – Cultural/Ceremonial Leave

Policy – HR – Diversity and Inclusion

Policy – HR – Equal Opportunity Policy

Policy – HR – National System Family and Domestic Violence Leave Policy

Policy – HR – Sexual Harassment Policy

Policy – HR – Workplace Bullying and Harassment Policy