



Equal Opportunity and Diversity, Equity & Inclusion Guide

Equal Opportunity and Diversity, Equity & Inclusion Kit

How to use this Kit

The CCIWA's Equal Opportunity and Diversity, Equity & Inclusion Kit (the Kit) contains comprehensive information to enable employers to understand their rights and obligations under the relevant legislative framework. It also includes ready-to-use pro-forma template documents such as policies and templates to promote and champion equality, diversity and inclusion within your workplace. These can be found at the end of the Kit.

Navigation

The CCIWA Employee Relations Kit and Guides are accessible online at cciwa.com, by entering your login and password details. Contact CCIWA on (08) 9365 7660 if you wish to confirm your login and password. Subscription to CCIWA Employee Relations Kit and Guides includes a regular update service for 12 months from the commencement of the subscription/renewal. Subscribers will receive email notification of updates, outlining the amendments and additions and prompting subscribers to refer to the updated version of the publication by logging into the CCIWA website.

Disclaimer

This information is current as of **November 2024**

CCIWA has taken all reasonable care in preparing this Kit, which is provided as a guide only. The contents of this publication do not constitute legal advice and should not be relied upon as such. Specific advice for your situation should be sought from a CCIWA Employee Relations Adviser or Consultant before any action is taken. CCIWA does not accept responsibility for any claim that arises from any person acting or refraining from acting on the information contained in this Kit.

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Forms

Checklist – Recruitment – Process

Checklist – Recruitment – Employing Overseas Workers

Form – Recruitment – Interview Questions

Form – Recruitment – Immigration Status

Form – HR – Employee Complaint

Letter – HR – Request for Flexible Working Arrangements

Letter – HR – Acceptance of Flexible Working Arrangements

Letter – HR – Refusing Request for Flexible Working Arrangements

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