



Staff Equal Opportunity and Diversity Policy

Introduction

At Launnie Care Services, we are committed to providing person-centered care that respects the unique needs, preferences, and values of each participant. Our approach focuses on empowering individuals to make informed decisions about their care and support, while promoting dignity, autonomy, and independence. This policy outlines our dedication to person-centered care and the principles that guide our interactions with participants.

Purpose

This policy is committed to creating and maintaining a workplace environment that is free from discrimination and harassment, where all staff are treated with dignity and respect, and where diversity is valued and celebrated. This policy outlines our commitment to equal opportunity and diversity for all staff, regardless of their:

- **Age**
- **Disability**
- **Gender**
- **Gender identity**
- **Intersex status**
- **Marital or relationship status**
- **Pregnancy or parental status**
- **Race**
- **Religion or belief**
- **Sexual orientation**

Scope

This policy applies to all employees, contractors, volunteers, and affiliates of Launnie Care Services involved in the provision of care and support to participants. It encompasses all aspects of care delivery, including but not limited to personal care, medical assistance, social activities, and emotional support.



Key Principles

1. **Non-Discrimination:** It is against the law to treat people differently because of their race, color, religion, sex, national origin, age, disability, marriage status, sexual orientation, gender identity, or any other protected trait.
2. **Inclusion:** We aim to create an environment in which everyone feels welcome, appreciated, and respected. We recognize and celebrate each individual's unique contributions.
3. **Equity:** We ensure that all employees and clients are treated fairly and have equal access and opportunities. We are committed to identifying and removing any barriers that may exist in our policies and practices.

Responsibilities

All Staff and Employees

- Comply with all aspects of this policy.
- Treat all colleagues with respect and dignity.
- Refrain from any form of discrimination or harassment.
- Report any concerns or incidents of discrimination or harassment to their supervisor or the Human Resources Officer.
- Actively participate in diversity and inclusion initiatives.

Human Resources

- Develop and implement strategies to attract and retain a diverse workforce.
- Oversee the recruitment and selection process to ensure fairness and inclusivity.
- Develop and deliver training programs on equal opportunity, diversity, and anti-discrimination.
- Investigate and resolve complaints of discrimination or harassment in a timely and confidential manner using the Grievances and Complaints Policy.
- Monitor and analyze employee data to identify any areas of concern or inequality.
- Advise management on best practices for creating an inclusive workplace.
- Maintain up-to-date knowledge of relevant legislation and best practices.
- Promote and communicate this policy to all staff.
- Collect and analyze data to track the effectiveness of diversity and inclusion initiatives.



Management and Supervisors

- Lead by example in demonstrating inclusive and respectful behaviour.
- Ensure the workplace is free from discrimination and harassment.
- Investigate all complaints of discrimination or harassment promptly and fairly.
- Provide training to all staff on equal opportunity and diversity.
- Regularly review and update this policy to ensure it remains current and effective.
- Create a supportive and inclusive environment for all employees.

Implementation

1. Recruitment and Selection:

- Ensure recruitment and selection processes are fair and unbiased.
- Use inclusive language in job advertisements and application forms.
- Consider diverse applicant pools.

2. Plan Training and Development:

- Provide regular training to all staff on equal opportunity, diversity, and anti-discrimination legislation.
- Offer professional development opportunities to enhance cultural awareness and sensitivity.

3. Communication:

- Clearly communicate this policy to all staff.
- Regularly communicate the importance of equal opportunity and diversity within the organisation.
- Encourage open and honest communication about diversity and inclusion issues.



Compliance and Accountability

Complaints Handling will be done as per the Grievances and Complaints Policy. Appropriate disciplinary action will be taken as necessary. Launnie Care Services Team will regularly monitor the effectiveness of this policy and conduct regular reviews of workplace culture and identify areas for improvement. LCS will ensure compliance with all relevant legislation, including the NDIS Act and the Equal Opportunity Act.

Conclusion

At Launnie Care Services, person-centered care is at the heart of everything we do. We are committed to empowering participants, honoring their choices, and promoting their well-being through individualized care and support. By embracing the principles outlined in this policy, we uphold our commitment to excellence and ensure that each participant receives the compassionate and personalized care they deserve.

For any questions or further clarification on this Staff Equal Opportunity and Diversity Policy, please contact your supervisor or the Quality Assurance Manager.

Acknowledgement

I, _____, have read, understood, and agree to abide by the Launnie Care Services Staff Equal Opportunity and Diversity Policy.

Signature: _____

Date: _____



APPENDIX – I

“Harmony Week is the celebration that recognises our diversity and brings together Australians from all different backgrounds. It’s about inclusiveness, respect and a sense of belonging for everyone. You can wear orange to show your support, or you can attend/host a Harmony Week event.”

Launnie Care Services will strive to organise an annual event by using the Australian Government resource Kit available here:

[Resources](#)