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## MIKE CARNEY GROUP

### 1. POLICY STATEMENT

This policy records the Mike Carney Groups commitment to encouraging diversity and fair treatment in the workplace. This statement is inclusive of **This code is inclusive of and will not be bias against any:** Aboriginal and Torres Strait Island Peoples, anyone of working age, anyone with a disability, any gender, LGBTIQ, any Religion.

### 2. PRINCIPLES

The Mike Carney Group is committed to diversity, equality, and fair treatment in all its workplaces. The Mike Carney Group values differences in people that arise from a range of backgrounds and lifestyles and believes that different perspectives and ideas enhance the quality and outcomes of work.

### 3. SCOPE

This policy applies to all Workers, full time, part time and casual.

### 4. RESPONSIBILITY

Managers and Supervisors are responsible for ensuring this administrative directive is understood and adhered to by all Workers.

Human Resources and Senior Managers are responsible for providing support and direction for diversity and equality activities throughout the Mike Carney Group.

Each manager/ supervisor must take all reasonable actions to ensure that:

- all Workers are aware of their role in supporting diversity, equality, and fair treatment within the work environment.
- this policy is complied with, within the work environment.
- all workers are treated equitably and are not subject to unacceptable conduct; and
- people who make complaints, or witnesses, are not victimised in any way.

Managers and Workers must:

- comply fully with this policy and the procedures issued in respect of it, and all relevant laws regulating conduct in the workplace; and
- conduct themselves appropriately in the workplace and at any related events in all interactions with others.

Acceptable standards of behaviour are defined in the Code of Conduct for Staff and the Employee Handbook.

Human Resources and Senior Leaders will provide information and support to all workers regarding matters of unacceptable conduct, discrimination, and harassment in the workplace.

## 5. DEFINITIONS

Terms in this policy that are defined in legislation (such as the *Anti-Discrimination Act 1991*) have the meaning set out in the legislation.

**Manager** – includes persons appointed to positions including with the title, Manager, General Manager, Principal, and Director.

**Workers** – includes employees, contractors, volunteers, and all others who perform work on behalf of the Mike Carney Group.

## 6. POLICY

Mike Carney Group will:

- create workplaces where differences amongst people are respected and valued and where harnessing the power of those differences works to the benefit of the organisation.
- facilitate work / family / community balance for employees.
- promote Equal Employment Opportunity to eliminate employment-related favouritism or discrimination, and encourage fairness and equity in processes such as recruitment, promotion, selection for training, pay etc; and
- manage harassment, bullying and other types of unacceptable workplace behavior.

Mike Carney Group is committed to adhering to recruitment, promotional and staff development procedures that ensure equal opportunities which are free from any unlawful discriminatory practices.

Mike Carney Group will confidentially and impartially investigate and respond promptly to any breaches of legislation, policy, or associated procedures. If it is determined that a staff member's conduct or action contravenes this policy, disciplinary action may be taken.

## 7. LEGAL PARAMETERS

*Human Rights and Equal Employment Opportunities Commission Act 1986*

*Work Health and Safety Act 2011*

*Queensland Anti-Discrimination Act 1991*

*Sex Discrimination Act 1984*

*Racial Discrimination Act 1975*

## 8. ASSOCIATED DOCUMENTS

Staff Handbook (August 2021)

Diversity and Equality Code of Conduct (Nov 2022)