

# Diversity and Inclusion Policy



## 1. Policy statement

The Audit Office of New South Wales (Audit Office) is committed to creating and maintaining a diverse and inclusive workplace culture where the diverse backgrounds, experiences and perspectives of our people are respected, included and valued. The Audit Office recognises and supports the valuable contribution of all our people to the overall success and long-term sustainability of our organisation. We are committed to building a talented and responsive workforce that reflects the diversity of the people of New South Wales.

## 2. Policy objective

The purpose of this policy is to describe the Audit Office's approach to diversity and inclusion. This policy:

- defines the scope, principles and legislative requirements of diversity and inclusion for the Audit Office
- defines the meanings of diversity and inclusion
- describes the diversity and inclusion responsibilities and reporting requirements.

## 3. Scope

This policy covers everyone working or seeking to work at the Audit Office including permanent, part time and fixed term employees. It also covers our stakeholders requiring physical access to our workplace and accessibility to information and services.

### 3.1 Audit Office policies and processes

The principles of this policy are embedded within the Audit Office's values and business processes. Relevant Audit Office policies and processes include:

- Respectful Workplace Policy
- Code of Conduct
- Recruitment and Selection Policy
- Audit Office Governance Framework
- Diversity and Inclusion Framework.

### 3.2 Legislative requirements

This policy is informed by legislative and regulatory requirements, such as:

- *NSW Anti-Discrimination Act 1977*
- *Disability and Inclusion Act 2014*
- *Multicultural Act 2000.*

## 4. Definitions

### 4.1 Diversity

Diversity refers to the seen and unseen characteristics that make every one of us different. A diverse Audit Office workforce is one that reflects the depth and breadth of the people who live in New South Wales.

### 4.2 Inclusion

Inclusion is the act of enabling genuine participation and contribution, regardless of seen and unseen differences. Acts of inclusion help employees feel safe to be themselves at work.

Diversity and inclusion go hand in hand. An inclusive environment is one where everyone has an opportunity to fully participate in creating business success and where each person is valued for their

distinctive skills, experiences and perspectives. At the Audit Office we welcome a diversity of opinions, thoughts, ideas and mindsets.

## 5. Guiding principles

To enable the Audit Office to achieve success with this policy the following principles have been developed:

- Employees are treated equally and fairly in all circumstances
- Audit Office workplaces are inclusive and enable employees to achieve their full potential
- Audit Office workplaces recognise and respect the contribution of all employees
- The Audit Office will ensure that all processes, practices and measures are lawful and designed to ensure equitable selection, progression and access to benefits and opportunities for all employees
- Employees receive regular training to ensure they are aware of respectful workplace practices
- Onboarding procedures will include diversity and equal employment opportunities awareness and content
- When recruiting and selecting employees the Audit Office:
  - bases the selection criteria for the role on skills and other competencies relevant to role requirements
  - advertises role vacancies in terms that will not inhibit applications by any candidate
  - encourages applications from those groups who are under-represented in our workforce
  - ensures selection procedures do not include unlawful discriminatory elements.

These principles apply in all phases of employment including recruitment, selection, development, promotion, reward, remuneration, benefits and termination.

## 6. Roles and responsibilities

Everyone has a role in ensuring that our workplace is diverse, accessible and inclusive.

### 6.1 Office Executive

- Approve the Diversity and Inclusion Framework and Roadmap
- Act as ambassadors for diversity and inclusion
- Role model appropriate behaviour around diversity and inclusion principles and practices
- Review the outcomes of the Diversity and Inclusion Plan annually
- Set and report against the results of achieving officewide Key Performance Indicators (KPI) relevant to diversity and inclusion.

### 6.2 Executive Manager Human Resources

- Develop and implement, in consultation with the Office Executive and other key stakeholders, an office-wide Diversity and Inclusion Framework and Roadmap to support the Diversity and Inclusion Policy
- Develop, in consultation with the Office Executive and other key stakeholders, strategic diversity outcomes and KPIs
- Ensure all relevant Human Resources policies and practices support the principles of diversity and inclusion.

### 6.3 Leadership Team and Managers

- Promote diversity and inclusion by raising awareness of plans and initiatives
- Role model appropriate behaviour around diversity and inclusion principles and practices
- Actively demonstrate commitment through inclusive recruitment and provide opportunities to staff from diverse backgrounds.

## 6.4 Employees

- Develop a sound understanding of the principles of diversity and inclusion
- Support the implementation of diversity and inclusion initiatives through active engagement
- Ensure their development plan allows them to use their experience and background when planning for future goals at the Audit Office
- Raise issues or concerns relating to treatment that is not, or is perceived not, to be respectful of the principles of diversity and inclusion.

## 7. Diversity and Inclusion Framework

The Diversity and Inclusion Framework provides guidance for the development and implementation of diversity and inclusion strategies and activities for the Audit Office.

The framework focuses on building diversity across four key areas:

- Aboriginal - which refers to the First Nations peoples of the land and waters now called Australia, and includes Aboriginal and Torres Strait Islander peoples
- Gender Equity
- Disability and Inclusion
- Cultural Diversity.

The roadmap sets out initiatives to raise awareness of diversity and inclusion in the Audit Office and sets outcomes to be measured against KPIs.

## 8. Reporting

The Audit Office will maintain statistical data detailing Equal Employee Opportunity (EEO) initiatives and continue to meet diversity reporting requirements as specified by NSW Government reporting requirements.

Human Resources will provide the outcomes of the Diversity and Inclusion Plan annually for review by the Office Executive.

## 9. Contact point

If employees have any questions about this policy, they should contact the Executive Manager Human Resources.

## 10. Review

It is intended that this policy will be reviewed every two years or earlier if significant new information, legislative or organisational change warrants an update to this policy.