

Policy name & ID code	<i>Diversity & Inclusion Policy – HR 5.0</i>
Version	<i>V3</i>
Inclusion Foundation	<i>All references to Inclusion Foundation are inclusive of emotion21 and Impact21 unless otherwise specifically stated.</i>
Responsibility	<i>Chief Executive Officer</i>
Date of currency	<i>March 2022</i>
Date of next review	<i>April 2024 or following a change in related regulation or guidelines or a reportable incident</i>
Relevant standards	<i>NDIS Quality and Safeguards Commission – July 2019 NDIS Practice Standards and Quality Indicators – Nov 2021</i>
Relevant legislation	<i>Fair Work Act, 2009 (Cth) – see Workplace discrimination fact sheet, Fair Work Ombudsman Disability Discrimination Act, 1992 (Cth)</i>

Our Vision

The Inclusion Foundation is a for-purpose-charity that champions the inclusion of people with Down syndrome. We see an inclusive world where people with Down syndrome are equal, active and respected members of society. Together, we stand proud, we raise our hands in the air, and we say to society, to business, to governments, to everyone, and to anyone... Count me in!

Diversity vision

Inclusion Foundation recognises that each employee, contractor and volunteer brings with them their own unique capabilities, experiences and characteristics to their workplace. We value such diversity at all levels of the organisation in all that we do. Inclusion Foundation’s success is a reflection of the quality and skills of our people. Inclusion Foundation is committed to seeking out and retaining the finest human talent to ensure ‘best practice’ in all aspects of service delivery and organisational governance.

Diversity management benefits individuals, teams, our organisation and our participants. Inclusion Foundation believes in treating all people with respect and dignity. We strive to create and foster a supportive and understanding environment where all individuals are able to realise their maximum potential within the organisation, regardless of their personal characteristics.

We are committed to employing the best people to do the best job possible. We recognise the importance of reflecting the diversity of our clients and other markets in our workforce. The diverse capabilities that reside within our talented workforce, enables Inclusion Foundation to anticipate and fulfil the needs of our diverse participants, ultimately providing the highest quality programs and services.

Inclusion Foundation is diverse in so many ways. Our diversity encompasses differences in cultural background, gender, language (including AUSLAN), age, sexual orientation, religion, socio-economic status, physical and intellectual ability, thinking styles, experience and education. We believe that the varied perspectives that results from such diversity promotes innovation and organisational success. e.motion21 operating with such diversity

makes us more creative, flexible, productive and competitive.

Diversity practices

Inclusion Foundation provides a safe and pleasant environment for our employees. We aspire to offer:

- Leadership and buy-in of CEO and Board
- Flexible working hours and locations
- Flexible leave arrangements
- Professional Development opportunities
- Employee networking and support groups
- Open communication system
- Protective policies against discrimination, bullying and harassment

Translating and Interpreting and Auslan Services

In order to facilitate the full participation of people who may require translation or interpreting services the following contacts are provided.

Languages other than English

Translating & Interpreting Service – Free service through the Department of Home Affairs. e.motion21 has an account which can be accessed through Head office <https://www.tisnational.gov.au/>

Auslan

Participants who use Auslan services and have this service included in their NDIS plan can use interpreters in classes and other events and meetings. Inclusion Foundation will assist with access to this service through the National Auslan booking service by contacting Head office with the detail or the individual can book independently.

Auslan Interpreter booking service - <https://www.nabs.org.au/book-an-interpreter.html> or sms 0427 671 261

Related Policy	Forms
Code of Conduct	Incident Report
Human Resources Procedures	Grievance report
Privacy and Confidentiality Policy	
Workplace Bullying and Harassment Policy	

Document history				
Location of Master - 2022 Diversity & Inclusion Policy.docx				
Review date	Version	Reviewed by	Endorsed by	Notes
May 2017	V1	CEO	CEO	
February 2018	V1.1	NDIS/DHHS PO	CEO	Reviewed, no change
July 2020	V2	Program Director	CEO & FARM Chair	Made inclusive of Impact21 Updated the vision statement Made current with the NDIS Quality and Safeguards Commission registration requirements and NDIS Practice Standards 2020 V3 Included translation or interpreting services and Auslan services
March 2022	V3	SS Manager	CEO	Updated branding and organisation name to Inclusion Foundation Updated the vision statement Updated dates to most current legislature
Approved for Publishing by CEO Cate Sayers			Date:	Signature: