



TIPS TO CREATE A DIVERSE AND INCLUSIVE WORKPLACE

1. Have a vision that includes diversity and inclusion at its core and one of its core values including recognising Aboriginal and Torres Strait Islander people.
2. Ensure there is a clear diversity and inclusion policy with a plan and guidelines to support it.
3. Policy which is driven from the board and management level and one which is actively supported by the board and management.
4. Diversity and inclusion training which all employees have to undertake as well as refresher training.
5. Appropriate person/personnel in HR to support training and undertake training as well as appropriately handle any issues that arise in the workplace such as bullying by one employee of someone who is different to them i.e. gender diverse/transgender or from a different cultural background.
6. Appropriate access for all to the work building including those who are disabled and one that caters for people with disabilities or policies in place to cater for people with disabilities to be able to work from home if easier because of their disability.
7. A workplace where employees can have flexible working arrangements.
8. Have employees wear pronoun badges to help create an environment of respect around gender and gender identity so employees focus on each other as people and not their gender or how they identify.
9. Encourage respectful and inclusive language with the ability to call out/discourage non-inclusive behaviour such as gossiping, lowering of voices in the office and passive aggressive behaviour such as people looking at someone else with a smirk on their face.
10. Multilingual signage where able to do so which helps recognise and reflect we are a multicultural society with new immigrants whose English is their second language.
11. Foster an empathetic workplace so people understand each other's people's point of view in a respectful way which helps people work together better to resolve work challenges and issues as they arise.
12. Have diversity and inclusion champions.
13. Create a LGBTIQ+ network and Ally network to support LGBTIQ+ people as well as those employees who come from culturally diverse and religious backgrounds as well.
14. Celebrate LGBTIQ+ days and other days of significance.
15. Gender Neutral toilets where possible.
16. Safe spaces i.e. Queer spaces and prayer room.