

Organisational Inclusion Policy

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Introduction

At ChildFund Australia ('ChildFund'), we believe that an inclusive, equitable and diverse workplace, where everybody's rights are respected and protected, provides the foundation for the most engaging and productive workplaces for all our employees, enabling us to deliver on our vision for children and communities.

Policy Statement

We operate on the belief that an inclusive workplace comprises a diversity of backgrounds, experiences, skills and perspectives that both enrich our organisation and provide a foundation from which success, growth and innovation can take place.

Therefore, we are committed to taking all reasonable steps to promote an inclusive work environment that is fair, equitable and safe, which recognises and values the diversity of all employees and encourages everyone to reach their full potential. ChildFund Australia upholds the rights of every employee to be treated equally, with respect and fairness, while performing their work in an environment that is free from any form of discrimination or harassment This commitment is underpinned by our Organisational Code of Conduct and our Organisational Values.

Scope

This policy applies to:

- all people/ persons (*refer to Definitions*)
- all aspects of employment relationships, recruitment and selection; conditions and benefits; remuneration, performance management, redundancy and dismissals; training and promotion; task allocation; shifts; hours; leave arrangements; workload; equipment and transport
- on-site, off-site, online, or after-hours work; work-related social functions; work-related training or conferences; work-related travels– wherever and whenever personnel may be as a result of their ChildFund duties.

Exclusions

Nil

Definitions

The application of this policy requires an intrinsic understanding of key concepts and the way in which ChildFund interprets them. Our understanding of these key concepts and terms in this policy are outlined below.

Bullying refers to when a person or group of people repeatedly behave unreasonably towards another worker or group of workers, and the behaviour creates a risk to health and safety.

Discrimination is treating, or proposing to treat, a person or group of persons unfavourably because of an actual or perceived personal characteristic, which includes, but is not limited to: race; ethnicity; nationality; sex; gender identity; sexual orientation; age; disability; marital status; family or carer's responsibilities; pregnancy and breastfeeding; religion; political opinion; social origin / status; experience of family and domestic violence. In some countries, it may be unlawful to discriminate against a person on the basis of a particular personal characteristic.

Diversity refers to the differences between people in how they identify in relation to their social identity (e.g. age, gender, disability status, cultural background, religious affiliation, sexual orientation, socio-economic background, etc.) and professional identity (e.g. profession, education, work experiences, organisational level, location), which shape the way they view and experience their world and workplace.

Equal Employment Opportunity (EEO) is the principle that every person should have an equal opportunity to find employment, be promoted and enjoy conditions of service, and not be discriminated against or disadvantaged on the basis of the following personal characteristics: gender, race, sexual orientation, ethnicity, disability, age, religion, marital status, political opinion, family or carers responsibilities, relationship status and gender identity.

Equity recognises that each person has different circumstances (due to factors such as social identity, economic factors, or geography). Therefore, each person should be provided with the specific resources and opportunities that they require to reach an equal outcome, such as an equally rewarding work experience.

Harassment is a type of unlawful discrimination. It is unwelcome and unreasonable conduct directed towards a person because a person has a particular personal characteristic. Harassment can be physical, verbal or in a written or visual format both online and offline. It may be directed towards an individual or to a group of people, and as a result of an actual or perceived personal characteristic. Harassment may be about a person or group of people using power inappropriately over another person or group of people. However, harassment can also occur between people where there is no obvious power relationship.

Inclusion occurs when a diversity of people feel valued and respected, connected to their colleagues and feel a sense of belonging to the organisation, have access to opportunities and resources, and can contribute their perspectives and talents to improve their organisation.

People/ person refers to all employees, interns, volunteers and Board members.

Sexual harassment is behaviour or requests that are unwanted, sexual in nature and reasonably anticipated to offend, humiliate, demean or intimidate. Sexual harassment can be direct or indirect, physical, verbal or in a written or visual format both online and offline. A person could also be sexually harassed by being exposed to or witnessing such behaviour. Sexual harassment does not have to be repeated or continuous; it can be a one-off incident.

Victimisation refers to subjecting or threatening to subject a person to any detriment because they have:

- made a complaint or proposes to initiate a complaint under this policy;
- brought or proposes to bring any proceedings with an external body (such as a court or tribunal) in relation to a complaint under this policy;
- provided information in relation to or participated in an investigation into a complaint under this policy; and/or
- acted as a support person to any person who has, or who proposes to, make a complaint under this policy.

Policy Principles

ChildFund promotes workplace equity and inclusion through organisational culture, practice and programs. We believe all people have the right to work in an environment characterised by respect and integrity, and our workforce and organisational practices should mirror the fact that we work with, and within, culturally and linguistically diverse communities.

Underpinning this policy is an understanding that we have individual and shared accountability for:

- our own behaviours and actions to promote diversity, equity and inclusion in line with other policies, e.g., our Organisational Code of Conduct
- being self-reflective and honest regarding our own unconscious biases, stereotypes, and privileges, as a core principle to prevent inappropriate behaviour and become more inclusive and culturally competent
- ensuring equal opportunities for all employment relationships, success and advancement in ChildFund
- ensuring accessibility to ChildFund's working spaces, digital platforms, and communications for all it's people, including those with disabilities, so that everyone can fully participate and contribute.
- applying a human rights and social justice lens to ensure the presence of systems and supports, such as policies, practices, and norms, to address structural racism and discrimination, and achieve and sustain fair treatment, respect for rights and dignity, and equitable opportunities and outcomes for all people
- applying an intersectional lens that recognises that work colleagues may face cumulative and unique disadvantages due to the intersection of multiple identities such as gender, race, disability, sexuality, etc.
- affirming the significant place and identity that First Nations or indigenous peoples have in the countries where we work, and continuing our commitment to reconciliation between Aboriginal and Torres Strait Islander Peoples and other Australians in particular.

Policy in Action

A. How we create an equitable and inclusive work environment

ChildFund is committed to valuing, supporting and providing equitable career opportunities for all employees, contractors, consultants and volunteers, both in our offices and in the community where we work, while identifying and removing barriers to equity and inclusion. The organisation does this by implementing the following commitments and reporting annually to the Board on progress and findings for each:

1. Applying best practice equal employment opportunities throughout all Human Resources areas, including all forms of recruitment; performance management; promotions; training and development; remuneration; and leave entitlements (including parental leave and flexible working arrangements)
2. Basing all recruitment and personnel selection decisions on the requirements of the role while also addressing structural barriers and unconscious bias, for example:
 - a. Assessing applicants on the basis of their relevant skills, knowledge, and experience in relation to the requirements of the role, using inclusive and equitable tools and processes that address structural barriers to opportunity
 - b. Giving consideration to the candidate's alignment with ChildFund Australia's vision, mission, and values, including our commitment to diversity, equity and inclusion
 - c. Designing selection processes to reduce unconscious bias, actively support diversity, and ensure that all candidates have a fair opportunity to demonstrate their potential.
3. Based on periodic audits/assessments, developing and implementing strategies to respond to identified inequalities and barriers to equity in our workplaces, including gender, race, ethnicity and disability. This includes reasonable accommodations for staff with disabilities, and addressing discriminatory attitudes, biases and stereotypes to ensure a safe and inclusive working environment.
4. Creating an environment which encourages transparent and inclusive decision-making, and open dialogue and diverse perspectives in line with our ChildFund values, free from discrimination, bullying, harassment and violence. This includes a safe space for constructive internal critique where all ChildFund people have the right to raise issues or to make an enquiry or complaint related to this policy without fear of victimisation.
5. Ensuring that all external communications, including in relation to recruitment, programming, media relations, marketing, and fundraising, exemplify ChildFund Australia's commitments to diversity, equity and inclusion and Equal Employment Opportunities
6. Providing training to ensure that all ChildFund people understand and can apply the principles and commitments in this policy, including procedures for reporting. Training will be conducted:
 - a. during induction periods
 - b. refresher training will occur every two (2) years.

B. How we uphold standards of behaviours aligned with rights, equity and inclusion

ChildFund is committed to supporting its people to collectively achieve a work culture and environment of systemic equity and inclusion. This includes upholding individual and collective standards of behaviour aligned with human rights, equity and inclusion.

Behaviour considered unacceptable at ChildFund and which breaches our commitments under this policy are bullying, discrimination, harassment, sexual harassment or victimisation.

Bullying

Examples of bullying include:

- unfairly blaming someone for something
- abusive, insulting or offensive language
- threatening behaviour
- spreading misinformation or malicious rumours
- constant criticism or insults
- giving a person an unpleasant or meaningless task for personal reasons
- excluding or isolating a person
- giving someone an impossible deadline

Discrimination

Discrimination can be direct or indirect.

- ‘Direct discrimination’ is where a person treats, or proposes to treat, someone with a personal characteristic unfavourably because of that characteristic.
- ‘Indirect discrimination’ occurs when an unreasonable requirement, condition or practice – that purports to treat everyone the same – ends up either actually, or potentially, disadvantaging someone with a personal characteristic.

Examples of discrimination include:

- Treating a prospective employee less favourably regarding terms and conditions in the offer of employment based on their personal characteristic/s; for example, not offering a pregnant employee professional development opportunities because she will take parental leave in the future (direct discrimination)
- Incorporating new working arrangements that result in certain employees being unable to benefit due to personal characteristics; for example, scheduling mandatory all-staff meetings in venues that are inaccessible to staff with mobility impairments (indirect discrimination).

Harassment

Examples of harassment include:

- Telling insulting jokes about particular racial groups
- Making derogatory comments or taunts about a person’s disability
- excluding a person from training, promotions or opportunities based on their sex, gender or sexuality
- different standards being applied, or different repercussions experienced, by a person due to their race or ethnicity.

Sexual Harassment

Examples of sexual harassment include:

- Touching, patting, pinching, caressing, fondling, hugging or brushing against another person's body, or other sexually suggestive physical contact or unnecessary familiarity
- Making sexually suggestive comments, stories or jokes both online and offline
- Threatening to discipline, fire or deprive an employee of an existing benefit unless they agree to engage in sexual conduct
- Demands by leaders that an employee engage in sexual conduct in order to gain a promotion, a salary rise or other benefit

- Requests for sexual favours
- Repeated requests to “go out” or meet up outside of work with someone
- Persistent inquiries about another person's sexual activities or private life
- Spreading sexual rumours about a person
- Commenting about a person's appearance that is sexual in nature
- Sexual gestures, indecent exposure or inappropriate display of the body
- Sexually explicit pictures, posters or gifts that make someone feel offended
- Making sexual or demeaning comments about pregnancy, menstruation or menopause
- Use of e-mail and/or the organisation's computer system to transmit, receive and/or display sexually explicit material

Victimisation

People should be able to stand up for their legal rights, or help others to do so, without being threatened or treated badly in return. Examples of victimisation include:

- demoting or threatening to demote someone, or denying them a promotion because they made (or intend to make) a complaint of sexual harassment, harassment, discrimination or bullying.

Exception to Note: Reasonable Management Action:

Management action that is carried out in a reasonable way is not considered bullying, discrimination or harassment.

A manager or supervisor can:

- make decisions about poor/under-performance
- take disciplinary action for breach of Code of Conduct
- direct and control the way work is carried out.

Standard performance management where feedback is appropriate, reasonable and focused on the work or behavioural improvement required is not in breach of this policy. Advice can be sought from the People and Culture Team, if required.

Personal Relationships

Program Participants

It is prohibited for employees, interns, volunteers or Board members to have sexual or romantic relationships with program participants (*See PSEAH Policy*).

At the Workplace

Sexual, romantic or intimate interaction that is entered into freely and reciprocated between consenting persons is not a form of sexual harassment. However, if people behave in a sexually inappropriate way at work, it could create a sexualised atmosphere that is unwanted by others in the workplace.

Some personal relationships need to be disclosed as they may give rise to perceived, potential and/or actual conflicts of interest; for example, where one person has significant influence over the other's opportunities, remuneration and progress or where there is a significant power imbalance between individuals (*See Conflict of Interest Policy for more information*).

Full and early disclosure of these relationships to the relevant manager is required so that any implications can be understood and parties can work together on any action that may be required to resolve any actual or potential conflict.

Sexual harassment may arise in situations where the personal relationship ends and the intimate behaviour of one of the parties is no longer welcome. Support should be sought from the relevant manager of People and Culture as soon as possible if you are concerned about your behaviour or the behaviour of your ex-partner if they are also a current employee, intern, volunteer or Board member.

Responsibilities

Individual Responsibilities

In addition to positively contributing to an equitable and inclusive workplace, all employees, interns, volunteers and consultants must take personal responsibility for their behaviour while engaging in activities related to work and must not subject others, who they come into contact with via their work, to discrimination, harassment, sexual harassment, bullying or victimisation.

All employees, interns, volunteers and consultants must:

- practice equity and inclusion principles in their ways of working and communications, to ensure a working environment characterised by mutual respect, integrity, valuing of diversity, dignity, non-discrimination, equity and inclusion
- adhere to the standards of behaviour outlined in this policy and Organisation Code of Conduct
- refer any actual or perceived behaviour contrary to this policy to their manager, P&C Team or Executive Team, whether such behaviour is directed at the individual or to another person/group of people
- if appropriate and safe to do so, intervene in a way that is comfortable for you and safe and respectful to the other parties involved to redirect the conversation or stop the behaviour
- avoid gossip and respect the confidentiality of any complaints resolution process.

Manager Responsibilities

In addition to the responsibilities applicable to all individuals/employees, managers are required to:

- acknowledge and celebrate diversity within their teams
- incorporate diversity, equity, inclusion, and accessibility principles into team planning, recruitment, and decision-making processes
- proactively identify and address systemic barriers that may disadvantage certain groups, and work with relevant teams to implement solutions
- create an environment which encourages open dialogue and diverse perspectives in line with our ChildFund values
- model appropriate standards of behaviour and set a good example
- take steps to educate and make staff aware of their obligations under this policy and the relevant law.
- intervene promptly, safely and appropriately when they become aware of inappropriate behaviour
- assist the People and Culture Team with informal and formal resolution of complaints where appropriate

- refer complaints about breaches of this policy or Code of Conduct, or claims or evidence suggesting breaches of this policy, to People and Culture or Executive Team
- ensure that employees are not victimised
- act impartially in resolving issues and enforcing workplace behavioural standards, making sure relevant parties are heard
- actively monitor the work environment and take action to stop discrimination and harassment immediately as it is observed or reported, and act to resolve issues even where no complaint is made.

Employee Assistance Program

ChildFund offers a free and confidential Employee Assistance Program (EAP) to support and help staff experiencing challenges in their work and/or private lives. Any conversations discussed with a counsellor or coach is not shared with ChildFund. EAP counselling is free to staff regardless of whether the issue is related to a workplace problem or some other issue for the staff member. The support can be extended to external complainants or survivors.

Information on how to access EAP is available on BambooHR or can be requested via the relevant P&C representative in each country.

Breach of Policy

ChildFund takes all reasonable steps to ensure that all people are not subject to, or engage in, conduct that is in breach of applicable laws or this policy. If any of our people act in breach of this policy, they will be subject to disciplinary action which may include suspension, dismissal and, in the case of criminal conduct, referral to regulatory and law enforcement agencies.

ChildFund encourages employees to report unacceptable and/or unlawful behaviour in the workplace through the reporting processes. Employees will be provided with advice, support and processes to raise and resolve internal grievances. We encourage employees to view this as their responsibility.

To report any observed behaviours or conduct in breach of this policy, speak to your manager or People and Culture. (For more information on reporting refer to the Grievance Policy and Procedures)

Where an employee is found to have acted inappropriately or in a manner contrary to the organisation's stated position in this policy, they may be the subject of disciplinary action and if appropriate, termination of employment. If you make a report of bullying, harassment or victimisation, ChildFund will ensure you are supported and involved in the decision about how to handle the issue. ChildFund is committed to a survivor-centred and trauma-informed approach. ChildFund will respect reporter's and/or the victim/survivor's wishes and best interests, but this does not mean they solely decide ChildFund's response or the consequences for the alleged perpetrator.

Issues raised are taken seriously and viewed with integrity. ChildFund may take interim action in the interests of health and safety that is supportive and sensitive to the possibility that the reported behaviour occurred, without making conclusions

All parties will be kept well informed and supported throughout the process and confidentiality will be maintained.

The diagram below outlines the various reporting pathways for employees and others to make a report depending on the nature of the circumstance:

'Whistleblowing' means the reporting of suspected misconduct, illegal acts or failure to act according to Our Code.

The aim of this Policy is to **encourage employees and others** who have **serious** concerns about any aspect of our work to come forward and voice those concerns where they feel other reporting mechanisms are not appropriate.

The **Grievance Policy** enables **staff, interns and volunteers** to lodge a claim with regard to any **employment matter** or if h/she feels adversely affected by the misinterpretation or misapplication of any of our ChildFund policies.



A **complaint** is an expression of dissatisfaction, related to the standards of service, actions or lack of action by ChildFund Australia.

Anybody affected by our programs, including children and youth, members of the public, partners and supporters, child sponsors and other donors may raise a Complaint.

Related Policies and Procedures

- Organisational Code of Conduct
- Grievance Policy & Procedure
- Whistleblowing Policy & Procedure
- Child Safeguarding Policy & Procedure
- Prevention of Sexual Exploitation, Abuse & Harassment Policy & Procedures
- Conflict of Interest Policy
- Gender Equality Policy (Programs)
- Disability Inclusion Policy (Programs)

Document Control

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