

## Promoting Inclusion in the Workplace

A truly inclusive workplace welcomes and values diversity — making sure everyone feels respected, supported, and able to contribute fully.

### 1. What is Inclusion?

Inclusion means actively creating an environment where people of all backgrounds, abilities, and identities can thrive — not just be present.

This covers diversity in:

- **Gender and sexuality**
- **Cultural and linguistic background**
- **Age**
- **Disability**
- **Socio-economic background**
- **Religious beliefs**

### 2. Why Inclusion Matters

- **Stronger teams** – diverse perspectives lead to better problem-solving.
- **Higher engagement** – people are more productive when they feel they belong.
- **Better retention** – employees stay where they feel valued.
- **Positive reputation** – attracts top talent and builds community trust.
- **Compliance** – meets legal and organisational obligations.

### 3. Practical Ways to Promote Inclusion

#### A. Leadership & Policy

- Develop a **Diversity and Inclusion Policy** and ensure it's actioned.
- Train leaders to identify and address bias.
- Include diversity goals in performance measures.

#### B. Recruitment & Onboarding

- Use inclusive job descriptions and imagery.
- Advertise roles through diverse networks.
- Provide onboarding that introduces workplace values on respect and inclusion.

### **C. Communication**

- Use respectful, inclusive language in meetings, documents, and signage.
- Encourage open discussion and feedback.
- Translate important materials where needed.

### **D. Workplace Culture**

- Celebrate cultural and awareness days (e.g., NAIDOC Week, Pride Month, International Day of People with Disability).
- Have zero tolerance for discrimination or harassment, with clear reporting pathways.
- Encourage flexible work arrangements to support different needs.

### **E. Accessibility**

- Ensure physical spaces are wheelchair accessible.
- Provide assistive technologies and accessible documents (e.g., screen reader-friendly).
- Offer hybrid work options where possible.

## **4. Examples of Inclusive Actions**

- Establish employee resource groups (e.g., Women in Leadership, Cultural Inclusion, LGBTQIA+).
- Hold unconscious bias and cultural awareness training.
- Have a buddy program for new staff from diverse backgrounds.
- Ensure meeting times accommodate different time zones and caring responsibilities.

## **5. Useful Resources**

- **Australian Human Rights Commission** – [humanrights.gov.au](http://humanrights.gov.au)
- **Diversity Council Australia** – [dca.org.au](http://dca.org.au)
- **Workplace Gender Equality Agency** – [wgea.gov.au](http://wgea.gov.au)
- **Job Access** - [www.jobaccess.gov.au](http://www.jobaccess.gov.au)

**Remember:** Inclusion is not a “one-off” project — it’s an ongoing commitment that requires everyone’s participation.