

DIVERSITY AND INCLUSION POLICY

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1. Background

The Trentham Neighbourhood Centre (TNC) is committed to:

- fostering a welcoming and respectful environment where everyone feels valued regardless of their background, identity, or beliefs;
- actively promoting participation from diverse members; and
- actively addressing any barriers to inclusion for employees, volunteers and community members in TNC activities.

TNC will not tolerate discrimination or harassment based on factors like race, ethnicity, gender, sexual orientation, gender identity, religion, age, disability, financial status, or culture.

2. Purpose

The purpose of this policy is to provide a framework that will ensure TNC's success by providing a diverse and inclusive Neighbourhood Centre where everyone feels respected, valued, and empowered to contribute fully.

This policy confirms TNC's commitment to providing a welcoming and supportive environment where everyone feels valued and has opportunity to participate fully.

3. Scope

This policy applies to all staff including contractors and volunteers and covers all TNC activities or external events that staff or volunteers may participate in, including external training courses sponsored by TNC.

It also applies for all recruitment, selection and promotion decisions.

4. TNC commitment

TNC is committed to providing an inclusive environment where diversity is welcomed and celebrated.

To ensure activities and services are demonstrating this commitment, TNC will undertake the following:

4.1 Inclusive practices

- **Recruitment and Membership:** Actively seek out members from diverse backgrounds through outreach efforts and inclusive recruitment practices.
- **Accessibility:** Ensure all group activities, communication, and materials are accessible to people with disabilities, including providing reasonable accommodations when needed.
- **Language:** Consider using multiple languages in communication where appropriate to accommodate diverse linguistic backgrounds.
- **Event Planning:** Plan events and activities that are inclusive and culturally safe, considering diverse dietary needs and religious observances.
- **Open communication:** Encourage open discussion and feedback from members regarding diversity and inclusion issues.

4.2 Leadership and Governance

- **Leadership Representation:** Strive for diverse representation within the Committee of Management and the Manager position to reflect the community.
- **Training:** Provide regular training for all members, including the Manager and Committee of Management on diversity and inclusion best practices.
- **Feedback Mechanism:** Establish a system for collecting feedback on inclusivity and addressing concerns related to discrimination or harassment.

4.3 Cultural Safety

- **Awareness Building:** Promote awareness and understanding of different cultures, identities, and perspectives through discussions, workshops, or guest speakers.
- **Respectful Language:** Encourage the use of inclusive language and respectful terminology in all communication.
- **Cultural Considerations:** Be mindful of cultural sensitivities when planning activities or making decisions that impact diverse members.

4.4 Monitoring and Evaluation

- **Regular Review:** Regularly review and update the diversity and inclusion policy to align with changing needs and community dynamics.
- **Data Collection:** Track data on membership demographics to identify areas for improvement.
- **Reporting:** Report on progress towards diversity and inclusion goals to the community group membership.
- **Continuous improvement:** View diversity and inclusion as an ongoing process requiring constant evaluation and adaptation.

5. Policy review

This policy will be reviewed every 2 years, or sooner as required.

6. Related policies and procedures

- Code of Conduct
- Equal Employment Opportunity
- Work Health and Safety

7. Further resources

Department of Families, Fairness and Housing - Diversity and Inclusion Framework 2022-2027

<https://www.dffh.vic.gov.au/publications/diversity-and-inclusion-framework-2022-2027>