

Echo Interpreting acknowledges the Traditional Custodians of Country throughout Australia and pays its respects to elders past and present. We recognise their rich culture and continuing connection to land and water.

Purpose

We're all different, and at Echo Interpreting we celebrate those differences. Our purpose is to maintain an inclusive workplace that embraces and celebrates diversity.

Diversity and inclusion improves our ability to attract, retain, motivate, and develop the best talent, create an engaged workforce, deliver the highest quality services to our customers, and continue to grow the business.

This Diversity & Inclusion Policy is intended to set out the guiding principles and practices which underpin our organization's approach to developing and maintaining a diverse workplace.

Echo Interpreting is committed to encouraging equality, diversity, and inclusion among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

This policy's purpose is to:

Provide equality, fairness, and respect for all in our employment, whether temporary, part-time or full-time

Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race (including colour, nationality, and ethnic or national origin)
- religion or belief
- sex
- sexual orientation

Oppose and avoid all forms of unlawful discrimination. This includes in:

- pay and benefits.
- terms and conditions of employment
- dealing with grievances and discipline
- dismissal
- redundancy
- leave for parents.
- requests for flexible working
- selection for employment, promotion, training, or other developmental opportunities

Our Commitment

Echo Interpreting is committed to providing an inclusive work environment which is supportive of difference and encourages full participation of all employees in contributing to the achievement of our business objectives. We recognise that the differences our people bring to the workplace add to its strength.

Diversity encompasses differences in gender, age, language, cultural background, sexual orientation, religious beliefs, and ability. Diversity also refers to the many ways we are different in other respects such as educational level, job function, socio-economic background, geographic location, thinking style and whether one has family responsibilities.

Our objective is to reflect the diversity of the Australian community and working age population, whilst maintaining our quality of service to clients, and to work in an environment where individual differences, skills, talents, and views are valued and everyone is encouraged to learn, develop and share their knowledge.

The organisation - in providing services - is also committed against unlawful discrimination of customers or the public.

The organisation commits to:

1. Encourage equality, diversity, and inclusion in the workplace as they are good practice and make business sense
2. Create a working environment free of bullying, harassment, victimisation, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity, and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation, and unlawful discrimination.

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others during the organization's work activities.

Such acts will be dealt with as misconduct under the organization's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

4. Make opportunities for training, development, and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximize the efficiency of the organisation.
5. Make decisions concerning staff being based on merit (apart from any necessary and limited exemptions and exceptions allowed under the Equality Act).
6. Review employment practices and procedures when necessary to ensure fairness and update them and the policy to take account of changes in the law.
7. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity, and inclusion, and in meeting the aims and commitments set out in the equality, diversity, and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

Agreement to follow this policy.

The equality, diversity and inclusion policy is fully supported by management and has been agreed with employee representatives.

Our disciplinary and grievance procedures

Details of the organisations grievance and disciplinary policies and procedures can be found at www.echointerpreting.com.au this includes with whom an employee should raise a grievance

Use of the organisations grievance or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

Our Diversity and Inclusion policy encompasses all aspects of our diverse community including:

People with Disability

Persons are considered to have a disability if they have a limitation, restriction, or impairment, which has lasted, or is likely to last, for at least six months and restricts everyday activities.

Gender Equality

Gender equality refers to creating workplaces where everyone is afforded equal opportunities and employment conditions irrespective of their gender.

Indigenous Australians

An accepted definition of an Indigenous Australian proposed by the Commonwealth Department of Aboriginal Affairs in the 1980s and still used by some Australian Government departments today is a person of Aboriginal or Torres Strait Islander descent who identifies as Aboriginal or Torres Strait Islander and is accepted as such by the community in which he or she lives.

Cultural and Linguistically Diverse

Comprising people from a wide range of cultural, ethnic, religious, and national backgrounds. We recognise and leverage the diverse experience, views, and talents of our workforce to deliver better outcomes for the community. The cultural diversity of our workforce enables a broad range of skills and contributions, varied experiences, and perspectives. We recognise that diverse and inclusive teams are sources of innovation and productivity.

Lesbian, Gay, Bisexual, Transgender, Intersex (LGBTI+)

Echo Interpreting is committed to fostering a culture where employees with diverse sexuality and/or gender feel respected, valued, and empowered. The LGBTI+ acronym is intended to extend to all those who are part of the wider diversity of bodies, genders, sexualities, relationships, and identities.

Mature Age Employees

Mature age employees are recognised as individuals over the age of 50. The number of employees recognised as mature age will likely increase with the changing economic conditions and legislation meaning employees will on average work to a higher age than at any other time in history.

Our principles

- Belonging: fostering an open and welcoming culture where everyone feels valued and empowered to balance their work and life commitments, including people with family and caring responsibilities.
- Gender Equity: achieving a gender balanced workforce to benefit everyone, including ensuring that all team members have access to the same opportunities to build rewarding careers.
- Indigenous Engagement: providing more opportunities for Aboriginal and/or Torres Strait Islander peoples, organisations, communities, and customers to engage with our business.
- Accessibility: recognising and enabling people with all kinds of abilities
- Pride: championing LGBTQI+ inclusion in the workplace and beyond

To facilitate greater diversity and inclusion in our workforce, management will:

- apply diversity and inclusion principles to guide our commitment ensuring outcomes from our key people and culture processes, including recruitment, performance reviews, career development, succession planning, and reward and recognition are based on fairness, equity, and performance.
- ensure diversity and inclusion principles are included in key projects, programs, and initiatives, and offer equal access to opportunities.
- implement programs and policies which address impediments to diversity in the workplace (such as providing access to paid parental leave, flexible working arrangements and learning and development opportunities), and review these to ensure that they are accessible, available, and utilised by all team members.
- empower team members to grow and develop in an inclusive, safe, and flexible way.
- support fair remuneration and the objectives of pay equity.

Echo Interpreting values the unique skills, knowledge and experiences that all employees bring to the workplace. As an Agency we seek to attract and retain mature age workers and offer a working environment in which all employees can flourish professionally while balancing other priorities in their lives. We value employees of all ages and recognise the benefits of having a workforce diverse in age.

There are options available including flexible work arrangements in place to ensure workers of all ages are empowered and accommodated.