



## 1. Objective

Goulburn-Murray Water (GMW) provides a fair and equal work place for all employees that is free from all forms of discrimination and complies with all relevant regulatory, legislative, administrative and organisational requirements for all employees, contractors, visitors and guests.

All Employees are expected to uphold Goulburn Murray Water's (GMW's) commitment to workforce Diversity, Inclusion and Gender Equity, to promote a true spirit of Equal Employment Opportunity (EEO) across the business and to ensure that the workplace environment allows for all employees to be treated fairly and equitably

This policy will be reviewed annually, in accordance with updated performance criteria and compliance requirements.

## 2. Scope

This policy applies to:

- (a) **GMW Board, GMW Executive, and all GMW employees:** All employees whether casual, permanent or fixed term, and fixed term contractors. Where services are outsourced, this procedure is given effect through the inclusion of human resources contractual clauses in the contracts of outsourced service provision.

## 3. Authority

- The Board of Directors is responsible for the approval of this Policy.
- The Managing Director is responsible for the endorsement of this Policy.

## 4. Definitions

**Human Resources:** Is the division of a company that is focused on activities relating to employees. These activities normally include recruiting and hiring of new employees, orientation and training of current employees, employee benefits, and retention.

**Human Resource Management:** Is employee management with an emphasis on those employees as assets of the business.

**Corporate Services:** A division of Goulburn-Murray Water

**Diversity:** Diversity is a collective mixture of differences and similarities between individuals and groups, encompassing race, ethnicity, gender, culture, age, sexual orientation, religion, language, socio-economic status, education, family status, physical and mental ability. These demographic variables are related to other important diversity characteristics such as values, attitudes, interaction styles, physical and cognitive abilities and non-work commitments.

**Inclusion:** is the achievement of a work environment in which all individuals are treated fairly and respectfully, where an employee can contribute fully to the organization's success. Where



there is no unconscious bias relating to any candidate applying for a role and everyone has equal access to opportunities and resources,

**Gender Equity:** is encouraging and creating the opportunity for the equal representation of men and women in all areas of the business and ensuring men and women are paid equally for performing the same role.

## 5. Policy Principals

GMW has a diverse workforce with employees representing a number of different backgrounds providing a broad range of skills, knowledge and experience.

GMW values diversity and is committed to ensuring the workforce represents the broader community by:

- Fostering an organisation which recognises the values and benefits of an inclusive culturally rich and diverse society
- Seeking to develop a culture that does more than tolerate difference, but actively embraces difference and values everyone’s contribution
- Promoting respect and harmony and discouraging racism and negative stereotypes with the aim to create an environment where all employees are treated with respect and dignity
- Allowing all employees to contribute to their maximum potential and where the diversity of ideas, work styles and perspectives is valued and utilised by the business
- Recognising the right of persons of diverse backgrounds to practice, enjoy and share their own culture within the law
- Providing equal employment opportunity for all individuals premised upon principles of merit and gender equity
- To provide an environment that is conducive for all members of GMW to thrive and develop
- Progressing tangible and measurable strategies to ensure Diversity principles are integrated into the normal business practices of the organisation to improve equality of opportunity

## 6. Responsibilities

Who	Responsibility
Managing Director	In addition to their responsibilities as employees, the Managing Director (MD) is ultimately responsible for ensuring viable Human Resources Strategy, policies and procedures. This includes effective support and implementation of all Human Resources policies, procedures, standards and guidelines.
General Manager	<ul style="list-style-type: none"> <li>• Ensure that the Human Resources Program and Team is adequately supported and resourced.</li> </ul>



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Who	Responsibility
Corporate Services	<ul style="list-style-type: none"> <li>Representing Human Resources interests to the Executive Management Team.</li> </ul>
People Managers	<p>In addition to their responsibilities as an employee, Managers, Team Leaders, Coordinators &amp; Supervisors are responsible for monitoring staff under their supervision to ensure that they understand and comply with all Human Resources Management policies, processes, procedures and guidelines, fostering and supporting a culture within their work group that promotes good human resource behaviours and practices.</p>
Human Resources Manager	<p>Reports to the General Manager Corporate Services and is responsible for all aspects of GMW's Human Resource Management,</p>
Human Resources Team	<ul style="list-style-type: none"> <li>Reporting to the Human Resources Manager the Team is responsible for the practical application of the full range of Human Resources practices, interventions, policies, processes, procedures and tasks that support consistent, fair, objective and equitable human resource activities to all GMW employees at all times.</li> <li>Support people managers with all aspects of Individual work plans and other forms of performance reviews.</li> </ul>
All GMW employees	<ul style="list-style-type: none"> <li>Responsible for ensuring that all GMW behaviours, policies, procedures, processes and guidelines are understood and upheld at all times.</li> </ul>

## 7. Related Policy and Documents

- GMW People Policy 2016
- GMW Recruitment and Selection Procedure Updated 2016
- Goulburn-Murray Rural Water Corporation Enterprise Agreement 2015
- Victorian Public Sector Code of Conduct Updated 2015

### Other factors external to GMW

- DELWP - Improving Gender Equity in VIC water corporations initiative
- Victorian Public Sector Industrial Relations Policies
- Fair Work Act 2009
- Victorian State Legislation
- Commonwealth Legislation



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## 8. Document Control

Version DM#	Approval Date	Approved by	Approval memo DM#	Document Owner	Review Due
4213237v2	27 July 2016	GM Corp Services, Exec & Board	4198701	Ho HR	July 2017



## APPENDIX A – RELEVANT LEGISLATION

The following legislation provides the Regulatory framework for this Policy:

- *Water Act 1989*
- *National Employment Standards*
- *Fair Work Act 2009*
- *Australian Human Rights Commission Act 1986*
- *Age Discrimination Act 2004*
- *Disability Act 1992*
- *Racial Discrimination Act 1975*
- *Sex Discrimination Act 1984*
- *Work Health and Safety Act 2011*
- *Victorian Public Administration Act 2004*

This policy is consistent with the Victorian Public Sector Standards and Codes where appropriate.