

This procedure comes from the following policy: [HU Human Resources Policy](#)

Purpose

The purpose of this policy is to ensure that GTNT supports and promotes equity, equality and diversity and aims to support employees to achieve their full potential in an environment which is fair, inclusive and diverse that supports the health and wellbeing of its employees.

Definitions

Access - means that GTNT ensures services and programs are available for all employees regardless of their cultural or linguistic background.

Equity - means that these services and programs will aim to deliver outcomes for employees from culturally and linguistically diverse backgrounds on par with those that Australians can expect to receive.

Employees – All internal employees of Top End Group Training and Australian Apprentice's employed directly by GTNT.

Principles

GTNT is committed to the promotion of equality and the recognition of diversity in employment. It aims to provide a work environment that fosters fairness, equality and respect for social and cultural diversity which is free from unlawful discrimination, bullying, harassment, vilification and victimisation.

In support of this commitment, GTNT will endeavor to:

- Foster a culture which values diversity of its community
- Provides an inclusive and flexible environment for employees by identifying and removing any systemic barriers to equitable access, participation and progression in employment so that all employees have the opportunity to fully contribute to GTNT and their personal achievements.
- Ensure all employees are aware of their rights and responsibilities
- Ensure all employees have access to benefits and services in an equitable manner, including assistance to reasonably accommodate a person's disability.
- Provide education and awareness to its employees and external stakeholders (Host Businesses)
- Develop and promote systematic processes that support the implementation, monitoring, reporting and management of equal opportunity that eliminates unlawful direct and indirect discrimination, harassment, and workplace bullying.
- Provide a clear process to resolve complaints of unlawful discrimination, bullying, harassment, vilification and victimisation.
- Create a culture of support for employees affected by domestic and or family violence.

It is the responsibility of all employees to understand and apply the principles of equal opportunity, equity, equality and diversity. All Senior Leadership Group members and their Managers are responsible for taking reasonably practicable steps to ensure that the learning and work environment is safe, inclusive and free from discrimination, bullying and harassment.

GTNT will ensure that employees are trained in the principles of equal opportunity, equity and diversity to increase the awareness of all employees.

Equity and Diversity

Equity relates to the fair and impartial treatment of an individual. GTNT's objective is to ensure that people from all groups in society have the opportunity to participate in education and training through an Australian Apprenticeship and employment. These target groups include but are not limited to Aboriginal and Torres Strait Islander people, people with disabilities, women in areas where they are currently under-represented, people of diverse sexual orientation, and people from culturally and linguistically diverse (CALD) backgrounds.

GTNT recognise that particular groups of people within the Northern Territory such as; women, the long-term unemployed, and people living in remote communities have experienced and continue to experience disadvantage and inequitable employment and training opportunities and outcomes.

Diversity recognises the value of individual differences in the workplace and educational setting. Diversity includes age, cultural background, disability, ethnicity, family responsibilities, gender, language, religious belief and sexual orientation. Diversity also refers to co-vert ways in which people are different such as educational levels, life experience, work experience, socio-economic background, personality and marital status.

GTNT also recognises and abides by all provisions of the *Workplace Gender Equality Act 2012*.

Equal Opportunity, Harassment and Discrimination

Equal opportunity is about ensuring that everyone has equal access to, and opportunity to take part in, education and employment. GTNT is committed to taking all reasonable steps to prevent and eradicate unlawful discrimination, bullying and harassment in the work environment. To fulfil this commitment, GTNT has implemented a dedicated procedure *HU-ST022 Workplace Bullying and Harassment* and aim to regularly train staff in the principles of equal opportunity, discrimination, bullying and harassment in the workplace.

Domestic and Family Violence

GTNT aims to create a working environment that enables employees to safely seek support to address issues arising from domestic and or family violence.

GTNT recognizes that employees may face situations of domestic and family violence that may have an impact on their attendance and productivity at work. GTNT is committed to supporting employees who are affected and have included entitlements for Domestic Violence Leave in the company's Enterprise Agreement to support victims of domestic violence.

Key Strategies

Respecting Diversity

- Acknowledge the value and contributions of our diverse community and culture that the Northern Territory embodies.
- Celebrate events and encourage participation in the diversity of employees and community culture, faith and sexual orientation or gender identity.
- Use definitions and imagery that positively represents the diversity of our community
- Develop strong Indigenous focused policies to support and acknowledge local Indigenous and Torres Strait Islander people.

Leadership and Representation

- Lead by example as an employer through inclusive recruitment and employment practices.
- Embed a culture of awareness of diversity and enhance confidence in addressing diversity issues.
- Strengthen partnerships through collaboration with organisations, businesses, regional networks and different levels of government to enhance equity in the Territory.
- Achieve Workplace Gender Equality compliance in accordance with *Workplace Gender Equality Act 2012*.
- Increase the number of GTNT's Indigenous employed staff and aim to designate Indigenous identified positions to support the Indigenous and Torres Strait islander community
- Provide appropriate, specialised support services across GTNT for training delivering and to promote and improve up take and retention of Indigenous and Torres Strait Islander people into Australian Apprenticeships.

- Improve the uptake of Australian Apprenticeships by people with a disability through alliances with disability employment service providers.

Be Accessible

- Create a culture that promotes awareness of a safe and welcoming work environment
- Develop strong, safe workplace policies consistent with work health and safety legislation.
- Ensure that infrastructure and facilities are appropriately maintained, free from hazards and enables accessibility for all employees
- Provide reasonable adjustment for employees with accessibility requirements

<i>This procedure also relates to the following other procedures:</i>	HU-ST022 Workplace Bullying and Harassment
<i>This procedure relates to the following forms:</i>	Nil