

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

Purpose

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

Definitions

Access - means that GTNT Group ensures services and programs are available for all employees regardless of their personal characteristics.

Equity - means that any services, programs or opportunities will aim to deliver outcomes for employees regardless of their characteristics or background including those from culturally and linguistically diverse backgrounds are 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 Group.

Principles

GTNT Group 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, inclusiveness and respect for social and cultural diversity which is free from unlawful discrimination, bullying, harassment, vilification and victimisation.

In support of this commitment, GTNT Group will endeavour 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 Group 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 (including 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, sexual harassment and workplace bullying.
- Provide a clear process to resolve complaints or grievances of unlawful discrimination, bullying, harassment, sexual harassment, vilification and victimisation.

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

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

Equity, Diversity and Inclusion

Equity

Equity relates to the fair and impartial treatment of an individual. GTNT Group'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 from

different age groups, people of diverse sexual orientation, and people from culturally and linguistically diverse (CALD) backgrounds.

GTNT Group 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

Diversity refers to the individual differences among employees such as those from varied cultural backgrounds, disabilities, ethnicity, family responsibilities, genders, age groups, religious beliefs and sexual orientations. GTNT Group understands having a diverse workplace and educational setting can be of great benefit to the company through innovation, creativity and varied perspectives. Diversity also refers to co-vert ways in which people are different such as educational levels, life experience, work experience, socio-economic background, personality, identity and marital status.

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

Inclusion

Inclusion is creating an environment where all individuals feel valued, respected and empowered to contribute to their full potential. GTNT Group, strives to foster a workplace that is truly inclusive and supportive of all employees regardless of their diversity, encouraging engagement and participation from all employees.

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 Group is committed to taking all reasonable steps to prevent and eradicate unlawful discrimination, bullying and harassment in the work environment. As part of this commitment, GTNT Group 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, harassment and sexual harassment in the workplace.

Family and Domestic Violence

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

GTNT Group recognises that employees may face situations of family and domestic violence that may have an impact on their attendance and productivity at work. GTNT Group is committed to supporting employees who are affected and have included entitlements for Domestic Violence Leave in the *GTNT Group Certified Agreement*.

The Employee Assistance Program in place for all GTNT Group's employees may be accessed by employees for family and domestic violence related matters. *GTNT Group Certified Agreement* and the Flexible Working Policy outlines the provisions relating to flexible working arrangements for employees experiencing family and domestic violence.

Parental Leave

GTNT Group supports parents or future parents in the workplace and create a workplace where parents or future parents are able to balance family duties and provide a flexible workplace where possible. GTNT Group abides by all provisions of the *Fair Work Act 2009 (Cth)*.

GTNT Group Certified Agreement, the Flexible Working and Parental Leave Policy outlines the provisions relating to flexible working arrangements and parental leave.

Recruitment

Equal Employment Opportunity laws also apply to recruitment, promotions and transfers. GTNT Group is committed to providing equality in employment opportunities for all people employed or seeking employment, by ensuring all people are given a fair and equitable chance to compete for employment, promotions or transfers, and to pursue their career as effectively as others.

All employment related decisions made by GTNT Group will be based on merit, without regard to attributes that are irrelevant to the position. This means staffing decisions are based entirely on the overall skills and abilities of the individual and GTNT Group's organisational needs.

This includes decisions in respect of:

- Recruitment and selection.
- Placement and job assignments.
- Variations to terms of work.
- Opportunities for promotion, transfer, training and other benefits.
- Allocation of workload or company resources.
- Succession planning; and
- Remuneration and rewards.

Key Strategies

Respecting Diversity and Inclusion

- Acknowledge the value and contributions of our diverse community and culture that the Northern Territory embodies.
- Celebrate events and encourage participation and engagement from all employees regardless of their background, identity, experiences, race, religion, age, marital status, pregnancy, disability, sexual orientation or gender.
- 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.
- Support where possible employees that have family obligations of children under the age of 18 to provide a workplace that supports a proactive approach for a better work life balance.
- Provide support for employees affected by Family and Domestic Violence and ensure confidentiality.
- Ensure parents accessing Parental Leave are provided with support and accessibility to information.
- Provide open communication for employees Parental Leave, engaging with them regarding workplace matters that may have a significant impact to their position or duties, including notifying them of social events or opportunities to engage.

Leadership and Representation

- Lead by example as an employer through inclusive recruitment and employment practices.
- Embed a culture of awareness of diversity and inclusion and enhance confidence in addressing diversity and/or inclusion 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 compliancy in accordance with *Workplace Gender Equality Act 2012*.
- Increase the number of GTNT Group'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 Group 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.

This procedure also relates to the following other procedures:

HU-ST022 Workplace Bullying and Harassment Procedure

HUM-SC001 Parental Leave Policy

HUM-SC001 Parental Leave Procedure

HI-ST005 Flexible Work

HU-ST002 Recruitment, Selection and Appointment