

Austrade Workplace Diversity Action Plan 2014- 2017



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A Message from Bruce Gosper, Chief Executive Officer, Austrade

Through our extensive and richly diverse global network of people, Austrade helps Australian businesses, education institutions, tourism operators, governments and citizens as they develop international markets, win foreign direct investment, promote international education, strengthen Australia's tourism industry and seek consular and passport services.

There is no doubt that employing people from diverse backgrounds and with varied life experiences helps us to serve the Australian community well. We actively promote cross-cultural awareness, and we respect and seek to reflect in our workforce the cultures in which we operate around the world. We actively support initiatives to increase the number of women in global business and women's participation at all levels of leadership in Austrade. We are also participating in programs to increase workforce participation among Aboriginal and Torres Strait Islanders and people with a disability.

The global nature of our organisation, and our leadership role as a public service employer, mean that our plan to promote and celebrate diversity is very much more than just words on paper.

Please take the time to read this Plan and think about how you can promote and celebrate diversity in your place of work, to create a diverse and inclusive environment for all.



18 July 2014

Our Vision – Austrade Unlimited

Austrade strives to be an organisation which is inclusive of all, regardless of age, gender, sexual orientation, marital status, and cultural or linguistic background.

Performance Indicators for Diversity and Inclusion at Austrade

- Austrade has programs in place to attract and retain employees from diverse groups.
- Austrade has mechanisms in place to promote and support diversity in the workplace.
- Austrade has increased the representation of employees from diverse groups.
- Austrade participates in whole of government initiatives which support diversity and inclusion.
- Austrade complies fully with the Public Service Commissioner’s Directions on Workplace Diversity.

Workplace Diversity Principles and Behaviours

Austrade Workplace Diversity Principles acknowledge the differences in our experiences, views, skills, values and working styles and the benefits that these differences can bring to Austrade.

We require our employees to apply the principles set out below in carrying out our work:

- We treat each other with respect and dignity.
- The workplace is safe and harmonious.
- All employees value the differences and diversity of their fellow employees.

In order to bring these principles to life, we will apply the behaviours set out below to our work:

- All employment decisions are based on merit, free from discrimination and bias.
- Employees have equal access to lateral mobility, promotion and postings.
- Direct and indirect discrimination are eliminated.
- Austrade uses inclusive language.
- All employees have access to training and career development opportunities.
- Employees feel able to report discrimination and harassment and there are procedures in place so that this can occur.
- The workforce reflects the community's diversity and social composition.

Who is Responsible?

Everyone who works in Austrade is responsible for implementing the Workplace Diversity principles. The principles encourage managers and their teams to recognise and respond to the contribution of diversity to good people management and, consequently, the success of our organisation in meeting its objectives.

The Role of the Chief Executive Officer

The CEO has specific legal responsibilities under the Public Service Act for workplace diversity, and for the promotion of the APS Values and Employment Principles within Austrade. The CEO

provides leadership in the promotion of diversity within Austrade and fosters cultural diversity and a culture of inclusion.

Our Workplace Diversity Action Plan

Austrade is now developing and implementing policies, programmes, and services to help achieve our vision for diversity and meet the performance indicators we have set.

The current Austrade Workplace Diversity Action Plan has its origins in a commitment to action by the members of a sub-committee of the Austrade Workplace Relations Committee, as part of the implementation of the Austrade Enterprise Agreement 2012 - 2014. The sub-committee, whose members included staff, managers and Human Resources advisers, consulted broadly with staff on diversity issues.

The Plan outlines the specific commitments and actions Austrade is making in the areas of employment, cultural awareness and capability building.

The CEO and members of Executive have endorsed the Plan.

The Workplace Relations Committee will continue to identify and work with diversity champions at all levels of Austrade to represent the interests of diversity within Austrade and to:

- communicate the benefits of a diverse workplace
- promote diversity activities and initiatives
- discuss issues relevant to our people
- provide input to organisational policies, strategies, action plans and programmes.

Identified Priorities

In meeting our obligations under the *APS Commissioner's Directions 2013*, Austrade has developed strategies to address the employment of the following groups:

- Aboriginal and/or Torres Strait Islanders
- Women
- People of all races and ethnicities
- People with a disability
- Members of groups that, from time to time, are identified as having an employment-related disadvantage.

See overleaf for full details of Plan initiatives, actions, responsibilities, timelines and targets.

Feedback

Please contact Human Resources Canberra or a member of the Workplace Relations Committee representative, if you have feedback on this Plan.

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Initiative	Action	Responsibility	Timeline	Measurable Target
1. Participate in APS and Austrade initiatives to support the employment of Indigenous employees	<p>A. Development and implementation of the Reconciliation Action Plan (RAP)</p> <p>B. Participation in Indigenous Australian Government Development Programme (IAGDP) and Indigenous Cadetship Support Program (ICSP)</p>	<p>A. AGMHR</p> <p>B. AGMHR</p>	<p>A. Development completed. Implementation ongoing 2013-2015</p> <p>B. Ongoing</p>	<ul style="list-style-type: none"> Increase the percentage of indigenous employees to 2.6% by 2015.
2. Participate in and support whole of APS Diversity Initiatives and Austrade initiatives to support the employment of female employees	<p>A. Development and implementation of the Beryl Wilson Scholarship</p> <p>Austrade has established the Beryl Wilson Austrade Scholarship Women in International Business in 2013 in recognition of Mrs Beryl Wilson, the first woman to be appointed as an Assistant Trade Commissioner in San Francisco in 1963. The Scholarship is for women enrolled in the final year of a master's degree in international business or a Master of Business Administration with an international business specialisation. The scholarship programme will provide opportunities to promote the increased involvement of women in international business.</p> <p>B. To increase the opportunity for women to participate in high-level decision-making, the CEO will be expanding the SEG to include two high-potential A-based women, one SES and one non-SES, on a six-monthly rotational basis.</p> <p>C. Women's Mentoring Programme</p> <p>D. Women in Global Business</p>	<p>A. AGMC&T</p> <p>B. CEO</p> <p>C. AGMC&T</p> <p>D. National Programme Manager WIGB</p>	<p>A. In progress</p> <p>B. In progress</p> <p>C. Ongoing</p> <p>D. Ongoing</p>	<p>A. Scholarship participation in 2014</p> <p>B. Participation by identified employees in SEG meetings</p> <p>C. Two by two week onshore programmes in the first half of 2014</p> <p>D. Increased percentage of women in senior roles (EL, SES, AOPL4/5)</p>

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Initiative	Action	Responsibility	Timeline	Measurable Target
3. Develop and maintain policies that support the selection of diversity of Austrade employees, particularly in the targeted priority groups	A. Developed policies: <ul style="list-style-type: none"> • HR Policy – Recruitment (A-based Positions) • HR Policy – Recruitment (Overseas Engaged Employees) 	A. AGM Human Resources	Completed Will be updated as required eg to meet and APS Commission programmes in respect of targeted priority groups	100 per cent of policies are developed; Policies meet APS standards in support of diversity
4. Develop and maintain policies that support diversity of Austrade employees, particularly in the targeted priority groups.	A. Developed policies: <ul style="list-style-type: none"> • HR Policy – Anti-Discrimination, Harassment and Bullying (All Employees) • HR Policy – Whistleblowing – Reporting Unacceptable Behaviour (All Employees) • HR Policy – Managing Misconduct (A-based Employees) • HR Policy – Managing Misconduct (Overseas Engaged Employees) • HR Policy – National Indigenous Cadetship Program (APL 1-5 Employees) • HR Policy – Language Capability Development (All Employees) • Overseas Engaged Employees Code of Conduct 	A. AGM Human Resources	Completed, Will be updated as required eg to meet evolving APS Commission programmes in respect of targeted priority groups	100 per cent of policies are legally compliant Policies meet APS standards in support of diversity

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<p>5. Develop and maintain policies for employees to achieve work life balance</p>	<p>All Employees:</p> <ul style="list-style-type: none"> • HR Policy – Purchased Leave (All Employees) • HR Policy – Home Based Work (All Employees) • HR Policy – Employee Assistance and Support (All Employees) • HR Guidelines – Cultural and Religious Days of Significance (All Employees) <p>A-based Employees:</p> <ul style="list-style-type: none"> • HR Policy – Annual Leave, Public Holidays and End of Year Leave Arrangements (A-based Employees) • HR Policy – Long Service Leave (A-based Employees) • HR Policy – Personal and Unpaid Carer’s Leave (A-based Employees) • HR Policy – Compassionate Leave (A-based Employees) • HR Policy – Miscellaneous Leave (A-based Employees) • HR Policy – Maternity, Adoption and Foster Parent’s Leave (A-based Employees) • HR Policy – Parental Leave (A-based Employees) • HR Policy – Flextime, Overtime, Time Off in Lieu and Emergency Duty (A-based Employees) • HR Policy – Part-time Employment (A-based Employees) • HR Policy – Health Checks (A-based Employees) • HR Policy – Healthy Living Reimbursement (APL 1-5 Employees) • HR Policy – Allowances (A-based Employees) <p>Overseas Engaged Employees (OEE)</p> <p>OEE terms and conditions of employment are updated regularly to ensure compliance with local labour law and where appropriate to align with APS employment conditions.</p>	<p>AGM Human Resources</p>	<p>Completed</p> <p>Will be updated as required eg to meet evolving employment law frameworks and APS Commission programmes in respect of targeted priority groups</p>	<p>100 per cent of policies are legally compliant</p>

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8. Participate in and support Whole of APS Diversity Initiatives and Austrade initiatives to support the employment of employees from culturally and linguistically diverse backgrounds	A. Overseas Engaged Employee Scholarship B. HR Policy - Short Term Overseas Assignment (All Employees) C. Availability of counselling services in a variety of languages in the Employee Assistance Programme D. Adoption of the Agency Multicultural Plan E. AsiaLink Leaders' Programme	A. AGMC&T B. AGMC&T C. Manager People Services D. ED AUS OPS E.	A. Completed B. Drafted policy C. Ongoing D. Implementation ongoing 2013-2015 E.	A. Policy to be implemented B. Ongoing access C. Measured through the programme D. Three scholarships for 2014 E.
9. Participate in and support whole of APS Diversity Initiatives and Austrade initiatives to support the employment of employees with a disability	A. Join the Australian Network on Disability B. Investigate the appropriateness of /requirement for a Disability Action Plan C. Investigate requirement for awareness raising and identification	A. AGMHR B. AGMHR C. AGMHR	A. Completed B. TBD C. TBD	<ul style="list-style-type: none"> • Access to the network • Increased identification by employees with a disability •
10. Participate in and support whole of APS Diversity Initiatives and Austrade initiatives to support the employment of mature aged employees	A. Mentoring – participation of mentors and mentees.	AGMC&T	Ongoing	<ul style="list-style-type: none"> • Provide a mentee matching service to all employees requesting to be mentored

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11. Develop and conduct annual diversity awareness training	Develop and implement annual diversity awareness training	AGMC&T	December 2014 then annually	<ul style="list-style-type: none"> • Course developed • 100 per cent of employees completing annual awareness training
12. Conduct an attitude survey to assess the level of employee diversity and attitudes to diversity within Austrade.	Conduct an attitude survey to determine issues such as but not limited to: <ul style="list-style-type: none"> • the levels of diversity within Austrade • employees' attitudes to the identified priority groups • level of understanding of diversity • level of satisfaction of diversity programmes within Austrade • level of understanding of diversity programmes within Austrade 	AGMC&T	At time of and using the APS State of the Service Employee Survey.	Yearly survey and analysis; input to policy development.