ACIC WORKPLACE DIVERSITY STRATEGY 2015-17

CEO Foreword

I am pleased to present the Australian Criminal Intelligence Commission's *Workplace Diversity Strategy 2015–17*.

Workplace diversity in the ACIC means respecting and valuing the skills and experiences that each staff member brings to the workplace, as well as being responsive to the additional challenges faced by some groups.

The intention of the Strategy is to develop a culture within the ACIC that embraces the diversity of our existing workforce, be it on the basis of gender, age, culture, religion, language or personal circumstances. The success of the Strategy is dependent upon all employees in the ACIC working together to foster a culture where diversity is valued and supported.

Over the three years of the Strategy, we will concentrate on issues faced by our identified priority areas of Indigenous Australians, people with a disability, women, people from culturally and linguistically diverse backgrounds, mature age workers and the inter-generational workforce. In order to do this, we will examine the barriers experienced by some people in gaining access to employment, development or promotional opportunities and implement innovative and flexible strategies to attract, recruit, and retain the best people to achieve our key purpose of reducing serious and organised crime threats of most harm to Australians and the national interest.

I commend the *Workplace Diversity Strategy 2015–17* to you.

Mr Chris Dawson APM
Chief Executive Officer

Workplace diversity in the ACIC

Workplace Diversity Strategy 2015–17 recognises and seeks to enhance the capability of all ACIC employees to better deliver on our vision of a safer Australia that is better connected, informed and capable of responding to crime and criminal justice issues.

The Strategy provides the ACIC with guidance on ways of successfully embracing diversity by creating an environment that values and uses the contributions of people with different backgrounds, experiences and perspectives. The strategy represents the ACIC's response to identified areas of potential disadvantage for employees. The Strategy aims to create a supportive, flexible, and fair workplace in which differences between employees are respected and viewed as an organisational asset.

What is workplace diversity?

Workplace Diversity describes the qualities that all employees bring to the ACIC as a result of their different experiences, backgrounds and beliefs. These may include gender, age, language, ethnicity, cultural background, disability, religious belief, sexual orientation, working style, educational level, professional skills, work experience, socio-economic background, marital status and/or family responsibilities.

Workplace Diversity involves acknowledging the value of our employees and how their differences can improve the workplace for both the organisation and the individual.

Benefits of workplace diversity

There are numerous benefits to having a robust Workplace Diversity program:

- Employment equity means that the ACIC will have a greater skill base of employees;
- Job satisfaction, morale and commitment is increased through a greater understanding of cultural differences;
- Improved creativity in the workplace that comes from people with different perspectives;
- Stronger decision-making as a diverse workforce provides a broader range of ideas and insights;
- Increased cost-savings can be achieved with the minimization of issues relating to harassment and discrimination.

ACIC Approach to Managing Workplace Diversity

The objectives and approaches to managing diversity at the ACIC are as follows:

- Foster a workplace culture that values diversity;
- Ensure that all employees have equitable access to information that concerns them and are provided an opportunity to participate in decision making processes;

- Ensure all employees are aware of their own individual responsibilities in relation to workplace diversity;
- Continue to recognise employees with family, carer and cultural responsibilities through the provision of appropriate leave entitlements, flexible working hours and the possibility of home based work initiatives;
- Identify and improve the contribution each employee makes to the achievement of work group and organisational goals, through the ACIC's performance management program and learning and development initiatives;
- Increase proportional representation of designated groups, in particular women at the Executive and Senior Executive Service levels, people with disabilities, indigenous staff and those from a non English speaking background; and
- Ensure that transparent recruitment processes are in place, by applying merit as the basis for selection and fostering open competition from other APS agencies and the Australian community.

Identified priorities

In meeting its obligations, the ACIC has developed strategies to promote awareness of diversity issues, address employment gaps and create a safe and inclusive work environment for staff members, based on one or more of the following characteristics:

- Indigenous Australians
- People with a disability
- Women
- People from culturally and linguistically diverse backgrounds
- Mature age and intergenerational workforce.

ACIC DIVERSITY STRATEGY 2015-2017	
INDIGENOUS AUSTRALIANS	- Support Indigenous cultural understanding and respect to ensure Indigenous employees receive support when they commence at the ACIC. - Identify a champion for the inclusion of Indigenous peoples. - Implement the ACIC's Reconciliation Action Plan (RAP) in partnership with Reconciliation Australia. - Increase employment pathways for Aboriginal and Torres Strait Islander peoples into the ACIC by participation in Indigenous Australian Government Development Programme (IAGDP). - Increase staff knowledge and awareness of Indigenous communities by participation in Jawun Secondment Programme. - Observance and commemoration of National Aborigines and Islanders Day Observance Committee (NAIDOC) week.

PEOPLE WITH A DISABILITY	- Identify a champion for the inclusion of people with disability. - Develop and implement a Disability Action Plan for lodgment with Australian Human Rights Commission. - Continue partnership with National Disability Recruitment Coordinator (Workfocus Australia) to assist to implement strategies, policies and processes that promote the recruitment and retention of people with disability. - Partner with APSC to achieve outcomes identified in the "As One – Disability Strategy 2015-2017". - Where possible, ensure that all information technology accessibility obligations for staff and stakeholders with disabilities are met. - Observance and commemoration of International Day of People with Disability (3 December).
WOMEN	- Make the ACIC an employer of choice for men and women. - Help employees to maintain their work and life balance and responsibilities while developing or maintaining a career. - Ensure employees are aware of options to help them balance work and personal responsibilities. - Continue to promote leadership and learning opportunities for women through our partnerships with Australian Institute of Police Management, National Security College, Australian and New Zealand School of Government, Australian Federal Police, and the Heads of Commonwealth Operational Law Enforcement Agencies (HOCOLEA). - Continued participation in HOCOLEA's Women in Law Enforcement Strategy (WILES) Mentoring program.
CULTURALLY AND LINGUISTICALLY DIVERSE PEOPLE	- Acknowledge and respect the culturally and linguistically diverse backgrounds of current ACIC employees. - Implement strategies to recruit and retain employees from culturally and linguistically diverse backgrounds. - Identify a champion for the inclusion of culturally and linguistically diverse peoples. - Implement the ACIC Agency Multicultural Plan (AMP) 2016-2019. - Identify options for appropriate Cultural Awareness training for staff. - Where possible, ensure that all information technology accessibility obligations for staff and stakeholders from CALD backgrounds are met. - Observance of Harmony Day and regional Multicultural Week programs (21 March).

MATURE AGE AND INTER-GENERATIONAL WORKFORCE	• Promote an organisation-wide culture that supports the abilities of all employees regardless of age. • Develop and implement a Transition to Retirement Toolkit to support staff at the end of their careers. • Provide opportunities for mature aged employees to continue their own personal development, and that of other members of staff. • Increase awareness of flexible working practices through targeted training for managers with mature aged workers.
OTHER ACTIONS	• Identify opportunities to promote mental health and wellbeing awareness through internal policy and education opportunities. • Provide training to support managers and co-workers in dealing with mental health issues in the workplace. • Provide awareness training to alert all staff members of the existence of conscious and unconscious bias in decision-making processes. • Update and maintain the ACIC Diversity Intranet page as a resource for all diversity-related information in the agency. • Actively celebrate diversity events not previously mentioned. • Ongoing selection and training of Harassment Contact Officers within the agency. • Maintain rigorous guidelines for the handling of suspected breaches of the APS Code of Conduct. • Ensure the workplace is a safe, inclusive environment where individuals who wish to disclose their sexual orientation and/or gender identity do not feel inhibited or at risk. • Offer flexible working arrangements to support employees to balance work and life responsibilities • Continue to provide ACIC Mentoring Program

ROLES AND RESPONSIBILITIES

All employees

All employees are encouraged to become involved in workplace diversity initiatives, regardless of their work area, classification, background, qualifications, skills or other characteristics. It is essential that ACIC staff:

- Treat colleagues and members of the public with courtesy and sensitivity to their rights, duties and aspirations;
- Be aware and committed to the Workplace Diversity Program and the responsibilities it places on them;
- Attend awareness raising activities to keep up to date with workplace diversity practices; and
- Commit themselves to the APS Values and Code of Conduct, and diversity policies and programs.

Managers and supervisors

Managers and supervisors are responsible for providing a work environment which is conducive to the acceptance and implementation of workplace diversity principles and practices. This may involve dealing with inappropriate workplace behaviours if and when they arise.

Senior Executive

The Senior Executive are responsible for managing workplace diversity within their areas of responsibility for all employees, including secondees. This responsibility includes action planning, managing workplace diversity principles and resources and reporting to the National Consultative Committee on a six monthly basis.

PERFORMANCE MEASUREMENT

Measurement of the success of the ACIC's Diversity Strategy 2015-17 will be made using data collected from a number of sources, including:

- State of the Service Employee Census data
- ACIC Entry and Exit Surveys
- SES Culture and Engagement Review
- Feedback received from employees, workplace contact officers and workplace health and safety representatives.

DEFINITIONS

Aboriginal or Torres Strait Islanders - Staff members who are of Aboriginal or Torres Strait Islander descent, who identify as being of Aboriginal or Torres Strait Islander origin and who are accepted as such by the communities with which they associate.

Disability - Staff members with a physical, intellectual, psychiatric, sensory, neurological or learning disability, physical disfigurement, or disease. (Disability refers to both those who currently have a disability, as well as anyone who has had one in the past, or has a condition which may cause one in the future).

Culturally and Linguistically Diverse (CaLD) - those who identify as having a specific cultural or linguistic affiliation by virtue of their place of birth, ancestry, ethnic origin, religion, preferred language, language(s) spoken at home, or because of their parents' identification on a similar basis.

Mature age - staff members who are aged 55 and over.