**Diversity and inclusion policy**

We are committed to ensuring what makes us all different is valued and embraced. We want everyone to feel a sense of belonging in our workplace and to be treated as equals. We believe that a diverse and inclusive workplace leads to better experiences for our people and customers.

**Principles**

* We respect diverse backgrounds, values, and experiences.
* We want all our people, patients, and customers to feel a sense of belonging at our workplace.
* We provide a safe and trusted environment where all contributions are valued.
* We are committed to growing a diverse workplace and customer base.
* We are committed to offering equal employment opportunities.
* We will speak up about any concerns we have.

**Purpose of this policy**

* Outline the principles that guide us.
* Define what diversity and inclusion means.
* Explain how we will achieve a diverse and inclusive workplace.
* Share resources that are available.

**Scope**

This policy applies to all employees and contractors/locums.

**What is diversity and inclusion?**

**Diversity:** Diversity is having respect for, and appreciation of, the differences we have. This may include differences in our ethnicities, gender, gender identity, sexual orientation, religion, age, disability, family situations, level of education and thinking styles. Diversity fosters curiosity, allowing us to learn from each other. We want to ensure that we attract and retain people, patients, and customers from a diverse range of backgrounds.

**Inclusion:** Inclusion is when everyone on our team feels they can bring their whole self to work by having a workplace that embraces and values our diversity. Inclusion enables safe and authentic individual contribution and drive. Inclusion also fosters collaboration and bravery, which allows diversity of thought to flourish. It also ensures that our patients and customers feel safe and welcome in our workplace.

**Treating people with dignity:** Treating people with dignity is treating them with respect, trust, and as equals. It’s making people feel that they are a valued team or community member, and that they can express themselves freely and without judgement when they are in our workplace. It’s also making sure that our workplace is free from bullying, harassment, and discrimination at all times.

**What we will do:**

* Demonstrate our commitment to diversity and inclusion through role modelling the behaviours we expect to see in our workplace.
* Promote an environment of belonging. This means creating a workplace where our people and customers feel safe to bring their authentic self into the workplace.
* Apply the principles outlined in this policy during recruitment, training, and career development. We will also apply them when engaging with our people, patients, and customers.
* Removing any bias (conscious and unconscious) from our recruitment processes, training, career development, and when interacting with our people and customers.
* Provide equal employment opportunities for all people.
* Challenge ourselves to continuously improve and look at what other organisations are doing.
* Comply with all diversity and inclusion legislation.
* Encourage people to speak up if they have concerns so we can address them.
* **OPTIONAL:** Add anything else [e.g., diversity and inclusion training or education, diversity and inclusion partnerships (can become a Diversity Works New Zealand member), Rainbow Tick Accreditation, commitment to review workplace for diversity and inclusion, etc.]

**What we expect from you:**

* Support our commitment to diversity, inclusion and treating our people and customers with dignity.
* Understand and comply with this policy and the principles that guide us.
* Always treat our people, patients and customers with respect and strive to help them feel a sense of belonging in our workplace.
* Seek to understand and value different inputs, perspectives, and experiences.
* Hold yourself and others to account.
* Challenge yourself to do better and share any ideas that may help our commitment to treating others with dignity and fostering an environment of belonging.
* **OPTIONAL:** Add anything else [e.g., be able to explain why diversity and inclusion is important in the workplace, actively engage in continuous diversity and inclusion education and/or partnerships, identify opportunities to establish networks or groups to better support diversity and inclusion at work.]

**Helpful resources and support**

* Ministry of Business, Innovation and Employment (0800 20 90 20) – provides free mediation services.
* Diversity Works NZ – [www.diversityworksnz.org.nz](http://www.diversityworksnz.org.nz) or 0800 DIVERSITY (348 377)
* NZ Human Rights Commission – [www.hrc.co.nz](http://www.hrc.co.nz)
* Call or text 1737 anytime (24 hours a day) – <https://1737.org.nz/>. This will connect you, or a colleague, with a trained counsellor or peer support worker. This service is free, confidential, and available to people who are feeling stressed, overwhelmed or a bit out-of-sorts.
* **OPTIONAL:** Add anything else [e.g., EAP Services, Diversity and Inclusion Committee (if one is set up at work), Diversity and Inclusion Action Strategy and Plan, Public Service Commission Recruitment Guidance – Implementing the Gender Pay Principles and removing gender bias in recruitment process (PDF available via www.publicservice.govt.nz).]

**Breach of this policy**

If you see, or become aware of, anyone breaching this policy and/or not acting in an inclusive way, you need to speak up and report it to your manager or another senior staff member. If we determine that this policy has been breached, this may result in disciplinary action up. For locums it may result in the termination of your contract for services. When dealing with any potential breaches, we are committed to following a fair and transparent process.

**[OPTIONAL:** If you have any questions about this policy or would like to be more involved in diversity and inclusion at work, please contact **name, contact details**.]