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<https://members.cadetnet.gov.au/aafc/OIP>

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**MANUAL OF MANAGEMENT
 VOLUME TWO - BUSINESS
 PART ONE – PEOPLE MANAGEMENT
 CHAPTER EIGHT**

EQUITY AND DIVERSITY

Amendment List

Amendment	Comment	Date	Authority
AL-00	Initial Issue	6 Feb 17	DGCADETS-AF

INTRODUCTION

1. Every person has the right to be treated fairly with respect, courtesy and without harassment. The AAFC is committed to making the principles of equity and diversity a part of everyday business of the organisation. These principles mean that **all personnel** are treated in a fair and inclusive manner that will enhance the effectiveness of the values based culture required to support contemporary youth development activities. The aim of promoting equity and diversity guidelines is to ensure an environment in which all members accept the importance of valuing fairness and difference as good leadership practices.

POLICY STATEMENT

2. The AAFC has a commitment to promote equity and diversity in the workplace to ensure a fair and inclusive environment for **all personnel**. Equity and diversity emphasises the importance of valuing fairness and difference as good leadership and followership practice. When everyone is valued, the AAFC can expect the retention of good people and an harmonious working environment, and high morale.

SCOPE

3. This chapter will outline the AAFC on equity and diversity. This chapter should be read in conjunction is Vol 2 Pt 1 CH10 - Behaviour.

DEFINITIONS

4. Policy definitions are detailed at **annex A to AAFC Manual of Management Volume 1, Part 1, Chapter 1**.

POLICY PRINCIPLES

5. **AAFC members** The principles of the AAFC equity and diversity policy are as follows:

a. **Principle One:** The AAFC is committed to promoting equity and diversity in the workplace and in its management practices. Equity and diversity provides **all personnel** with a fair and inclusive workplace where they are treated with respect.

b. **Principle Two:** Equity and diversity encompass the concept of fair treatment in that **all personnel** must be given the opportunity to make the most of their talents and abilities and embrace the talents and abilities of others.

c. **Principle Three:** An equitable and diverse environment will be achieved acknowledging the different skills a person can bring to the organisation without bias or discrimination.

d. **Principle Four:** AAFC will discriminate on grounds of age (e.g. cadets cannot be accepted as members of the AAFC until their thirteenth birthday) and where disability and/or health conditions could harm the member or other members, but only where this is appropriate and in line with AAFC Youth Development

Philosophy, safety considerations or it is not reasonably practical for Defence or the AAFC to provide a safe environment.

Legislation

6. **AAFC members** are covered by a number of provisions of Commonwealth and State Human Rights Legislation that are relevant to equity and diversity. It is important that **all personnel** accept and apply the provisions of equity and diversity in all their actions both inside and outside AAFC activities. Applicable Commonwealth legislation includes:

- a. Racial Discrimination Act 1975;
- b. Sex Discrimination Act 1984
- c. Human rights and Equal Opportunity Commission Act 1986;
- d. Disability discrimination Act 1992;
- e. Workplace Relations Act 1996;
- f. Work Health and Safety Act and Regulations (Commonwealth) 2011.

ROLES AND RESPONSIBILITIES

8. **AAFC Executives and AAFC Supervisors.** AAFC executives and AAFC supervisors are responsible for the implementation of equity and diversity in their workplace and are to ensure that the **personnel** they supervise (including contractors) are aware of AAFC Policy on equity and diversity and that workplaces are as far as reasonably practical fair and equitable. Further, **AAFC executives** and **AAFC supervisors** must:

- a. develop a fair and inclusive workplace and ensure that **all personnel** and prospective personnel are valued and treated fairly, on individual merit and with respect and dignity;
- b. ensure that the different skills and contributions that personnel possess as a result of their background, experience and perspectives are utilised where appropriate;
- c. take all appropriate action to prevent and/or eliminate unacceptable behaviour ensure that all members are familiar with AAFC policy and SIs on equity and diversity and Behaviour;
- d. ensure that all personnel complete the mandatory equity and diversity and behavioural training annually and that the training is recorded on Cadet One; and
- e. demonstrate, through their behaviour, commitment to the principles of equity and diversity.

9. **All personnel** have a right to be treated with respect and courtesy, and without harassment or discrimination. It is everyone's responsibility to ensure a work environment free from unacceptable behaviour and to protect the reputation of the AAFC. To achieve this, **all personnel** must:

- a. act in accordance with the Code of Conduct;
- b. report equity and diversity issues that cannot be handled at the lowest possible level;
- c. undertake mandatory equity and diversity awareness training annually; and
- d. uphold the values and reputation of the ADF Cadets and AAFC.

RECOURCES

10. **All personnel** should become aware of resources available to ensure equity and diversity in the workplace. Available resources include, but are not limited to:

- a. Self or assisted resolution - **All personnel**;
- b. Supervisory chain - **All personnel**;
- c. AAFC Complaint management processes - **All personnel**;
- d. Defence Equity Advisor Network - **AAFC members** - 1800 333 362;
- e. Defence Employee Assistance program - **AAFC members** - 1300 361 008.

SUBORDINATE INSTRUCTIONS

11. CDR-AAFC will issue specific instructions or directives as required to supplement this chapter. CDR-AAFC will ensure that all AAFC SIs or directives comply with this chapter and any other higher level Orders Instructions and Publications (OIP).

Sponsor: Deputy Director General Cadets - Air Force (DDGCADETS-AF)

Related OIP

- SI(PERS) 8-1 - Behaviour - Includes Code of Conduct
- SI(PERS) 8-2 - Alternative Dispute Resolution
- SI(PERS) 8-3 - Making a Complaint
- SI(PERS) 8-4 - Managing a Complaint
- SI(PERS) 8-6 - Equity and Diversity