



**BIRRIBEE
HOUSING**



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Diversity Equity Inclusion Policy



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About this Document

This policy outlines the processes for:

- The commitment of Birribee Housing in creating and sustaining a diverse, equitable, and inclusive organisation;
- Promoting a culture of respect and belonging for all individuals;
- Ensuring equitable access to resources and opportunities;
- Actively seeking to engage and include diverse perspectives in decision-making;
- Recognising, understanding and valuing diversity; and

This policy applies to:

- All Birribee Housing staff and Board members

The Chief Executive Officer is responsible for administration, revision, interpretation and application of this policy. Birribee staff are responsible for implementing the policy. The policy shall be reviewed regularly.



Diversity Equity and Inclusion Policy

Birribee Housing is an Aboriginal controlled and led organisation that is focused on supporting Aboriginal peoples within the communities we engage. We are proud of the richness of our workforce which includes many Aboriginal people – this being an obvious employment focus area as it directly benefits our targeted client cohort of Aboriginal peoples.

This richness of Aboriginal peoples includes specific sub-groups of nations and language groups.

Alongside the focus on Aboriginality within the workforce there are other areas of diverse characteristics that further enhances Birribee's ability to engage with our clients who also have other diverse characteristics. Birribee must be a workplace that provides an environment that reduces stigma and limitations and embraces diversity, equity and inclusion at all levels of the organisation. We want everyone to feel safe to be themselves, proud of who they are, and able to fully contribute to the best of their ability.

Birribee Housing welcomes, celebrates and supports diversity and inclusion. We believe every individual has the right to be recognised, respected and valued. We are committed to providing a safe workspace for all staff and for providing all clients with person-centred, safe and appropriate services and supports. This includes the following diversity groups:

- people with disability;
- people of mature age;
- people living with dementia;
- Aboriginal Peoples;
- people who live in rural or remote areas;
- people from culturally and linguistically diverse (CALD) backgrounds;
- people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, Queer/Questioning, Asexual plus (LGBTIQA+);
- people who are financially or socially disadvantaged;
- veterans;
- people who are homeless or at risk of becoming homeless; and/or
- people with mental health issues.

Birribee Housing strives for a workplace culture that is person centred, innovative, safe and inclusive, and free from any form of discrimination and harassment. We recognise Birribee Housing must work towards being a culturally safe, inclusive and responsive employer and service provider, with a workforce that reflects the diversity of the people we serve. We also seek to be the best place to work in our sector to attract and retain the right people to deliver our Birribee Housing strategy.

Our commitments

We will:

- Act with intent to recognise, embrace, and leverage the diversity of individuals.
- Reflect the diversity of the people who use our services through our diverse and skilled workforce. This includes delivering culturally responsive, accessible and inclusive services.
- Promote and value diversity and foster inclusive practice and behaviour. We will welcome and value difference to deliver culturally safe, responsive and accessible services.
- Have processes to collect, analyse and report on workforce and community demographic data to inform our response to diversity, equity and inclusion.



- Deliver on our diversity, equity and inclusion commitments through our Executive and Leadership Team being knowledgeable about diversity in society. We will provide education and training with the skills and confidence to listen. Learn and lead inclusively.
- Have policies, procedures and practices that always comply with relevant laws, are non-discriminatory and support diversity, equity and inclusion at Birribee Housing.
- Train and educate all Birribee Housing people about diversity, equity and inclusion and their roles and responsibilities including through mandatory training delivered within specific timeframes for some roles.
- Fully consider the individuality, diversity, equity and inclusion needs of each person who uses our services.

Our actions

In order to truly value diversity equity and inclusion, Birribee Housing will:

- Provide a welcoming and inclusive workplace
- Provide service access to diverse peoples
- Ensure we recognise, understand and value diversity
- Ensure we provide an environment of welcome, respect and support for staff and clients
- Ensure we monitor, report, and comply our actions, environment, and services.
- Ensure staff recruitment, training and supervision actions promote Equal Employment Opportunity principles and foster inclusive practices

1 Welcoming and inclusive workplace

To ensure that Birribee Housing has a welcoming and inclusive workplace we will:

- Create a supportive workplace that respects and values diversity of customs, cultures and beliefs.
- Ensure our hiring and employment practices are undertaken in a manner that respects and values the customs, cultures and beliefs of its employees and clients.
- Prevent harassment or discrimination of any kind.
- Incorporate diversity and inclusion in the induction and orientation process for all staff.
- Provide equal employment opportunity (EEO) to all prospective and current staff
- Comply with all relevant anti-discrimination legislation
- Create and maintain an environment in which diversity is valued, human dignity is respected and people are treated with equity and tolerance.
- Promote an environment where staff and visitors are free from any forms of discrimination, harassment or victimisation.

2 Service access

To ensure that Birribee Housing has inclusive and equitable service access we will:

- Identify and remove barriers for new and existing eligible clients to access our services.
- Provide safe and welcoming environments for our clients.
- Have zero tolerance for any form of discrimination.
- Strive to increase access and community participation and engagement opportunities for our clients in diverse groups.
- Partner with the client to identify other services and supports to enhance their health, safety and wellbeing and help them achieve their goals and we will assist them with accessing these services and supports, if requested.
- Consider and adapt, where possible, accessibility options for staff and clients with a disability.



3 Recognising, understanding and valuing diversity

To ensure that Birribee Housing recognises, understands and values diversity we will:

- Treat all people with kindness and respect, and equally according to their human rights.
- Understand the diversity of our staff and the clients that use our services and we will tailor information, communication to meet their diverse needs.
- Develop a trust relationship with our staff and clients and seek to understand their culture, ethnicity, religious/spiritual beliefs, gender identity, family structure/circumstances and/or lifestyle choices.
- Recognise and value our staff and clients' lived experiences.

4 Support provision

To ensure that Birribee Housing has inclusive service provision we will:

- Provide environments that make our staff and clients feel welcome, respected and supported.
- Partner with the staff, client, and other stakeholders to identify strategies to provide services and supports that are trauma-aware, healing-informed and culturally safe.
- Ensure appropriate safeguards are in place to protect staff and clients client against any form of violence, abuse, neglect, exploitation or discrimination.
- Provide services and supports that build on the staff and client's strengths and encourage them to increase their skills where possible.
- Seek to understand the different ways our staff and clients communicate and to communicate effectively with them, both verbally and non-verbally.
- Sustain mandatory training for all staff through Bright HR E-learning on:
 - Equality, diversity & Inclusion Awareness
 - Sexual harassment in the workplace
 - Equality at work: Introduction to Australian discrimination laws

5 Worker recruitment, training and supervision

To ensure that Birribee Housing applies the principles of EEO and that staff foster diversity, equity and inclusion principles we will::

- Apply the principles of equal employment opportunity (EEO) and inclusivity to all employment related decisions.
- Treat all employees fairly and equitably with regard to individual circumstances or attributes.
- Maintain a skilled and trained workforce which recognises and supports diversity and inclusion and is culturally aware.
- Provide diversity, equity and inclusion training at induction and ongoing.
- Maintain processes to adequately monitor and supervise workers.

6 Monitoring, reporting and compliance

Birribee Housing, as a registered community housing provider, must undertake to provide accessible services for clients. In order to ensure that we are complying with accessibility requirements and Work Health and Safety laws, we will:

- Undertake quarterly accessibility and inclusion audits on service access, service environments, service delivery, and disability accessibility.
- Undertake six monthly human resources audits to monitor adherence to EEO principles for recruitment and employment, and mandatory training compliance.
- Ensure an annual WHS audit is undertaken by an external party.



- Undertake an annual staff survey for feedback on the Birribee Housing environment relative to diversity, equity and inclusion.
- Provide results of the above actions to the CEO and Board as they are due.

7 Exemptions from Anti-Discrimination Legislation

Birribee Housing may seek an exemption under section 126 of the Anti-Discrimination Act 1977 (NSW) to enable targeted recruitment of Aboriginal people to all positions to help redress disparities in Aboriginal employment rates compared to the general population as a result of past disadvantage and discrimination resulting from colonisation.

Responsibilities

Role	Responsibilities
CEO	<ul style="list-style-type: none"> • Reports to the Board on effectiveness and impact of Diversity Equity and Inclusion initiatives. • Include Diversity Equity and Inclusion initiatives in Annual Report or other key published material.
Service Leads	<ul style="list-style-type: none"> • Provides oversight and leadership for Diversity Equity and Inclusion initiatives, ensuring alignment with the organization’s mission and values. • Ensures monitoring, compliance and reporting mechanisms are undertaken and provided per Section 6 of this policy. • Fosters inclusive practices within their teams and ensure that Diversity Equity and Inclusion principles are integrated into all operational activities • Oversees compliance to Diversity Equity and Inclusion mandatory training requirements. • Collaborates with the CEO and Managers to provide a safe environment for staff and clients.
Managers	<ul style="list-style-type: none"> • Collaborates with the Service Leads and staff to provide a safe environment for staff and clients. • Supports the Service Leads to ensure monitoring, compliance and reporting mechanisms are undertaken and provided per Section 6 of this policy. • Identifies and implements Diversity Equity and Inclusion learning opportunities for all staff.
Staff Members	<ul style="list-style-type: none"> • Actively participates in Diversity Equity and Inclusion training and initiatives; demonstrate inclusive behaviour and promote a culture of equity within the organisation.



Document Information

Drafted by	Highwire Group on instruction of Corporate Services
Approved by	Chief Executive Officer
Date approved	January 2026
Replaces existing policies, procedures and/or factsheets	v.1
ASES Pinpoint	Section 4 - People
NRSCH Pinpoint	

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