



St Vincent de Paul Society
good works

Diversity and Inclusion policy



Easy read

December 2020



About this Easy Read



Vinnies wrote this fact sheet.

When you see **we** or **us**, it means Vinnies.



This easy read is a summary of the Diversity and Inclusion policy.

We use pictures to explain some ideas.

We have written some words in **bold**. We explain what these words mean.



You can ask for a copy of the Vinnies Diversity and Inclusion policy.



Diversity and inclusion

This factsheet will tell you about



- What diversity is 3-5
- What inclusion is 6
- How we encourage diversity and inclusion 7-8
- Diversity and inclusion in our services 9-10
- Diversity and inclusion of Vinnies workers 11
- Your rights and responsibilities 12
- Discrimination 13
- How to report discrimination 14-15
- For more information 16



What is diversity



This policy is about how Vinnies values **diversity** and inclusion.

Diversity means things that make a person who they are.



Diversity includes things like

- Race or where a person's family is from



- Religion or beliefs





What is diversity



- Disability

A person may have a physical, intellectual, vision, hearing, mental health or other condition.



- Age



- If a person is or is not married or pregnant



- Carer responsibilities



What is diversity



- Political views or trade union activities.



- **Gender diversity** is the gender a person identifies themselves as, a man, a woman, transgender, genderqueer or non-binary.



- **Sexual orientation** is who a person is attracted to.



What is inclusion



Vinnies encourages **inclusion**

Vinnies will



- welcome and include people
- treat everyone as an equal
- respect a person's right to services or employment
- change things to meet a person's needs and include them.





How we encourage diversity and inclusion



Diversity and inclusion is great for everyone

- it helps us to learn and change
- it makes a better community
- it helps Vinnies provide better services.



We respect people from different cultures.



We recognise the Aboriginal and Torres Strait Islander people are the traditional owners of the land.

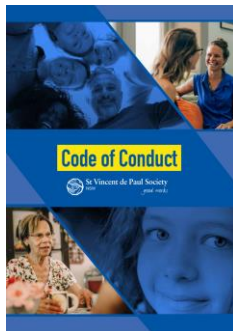


How we encourage diversity and inclusion



Vinnies will

- train **Vinnies workers** on cultural diversity
- encourage diversity in the organisation
- support everyone to understand their rights and responsibilities
- manage behaviours that are not good
- support everyone to report discrimination, bullying or harassment
- treat all reports in a fair way
- ask what you think about our programs, services or your work.



St Vincent de Paul Society
good works

Your Feedback

.....

.....

.....

Diversity and inclusion in our services



Vinnies workers are

- members, volunteers, employees and contractors.

Vinnies programs and services will

- be accessible
- respond to a person's needs
- provide **equal** results
- welcome everyone and keep them safe.



Equal means that you are treated the same as everyone else.



Diversity and inclusion in our services



We put people first and treat them with respect.

We will give everyone access to information

- easy read booklets
- interpreters
- support from Vinnies workers.



We will work with diverse community groups and services.

We will make sure everyone

- is welcome and respected
- feels included.





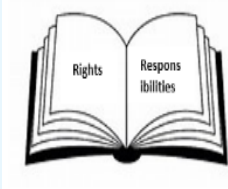
Diversity and inclusion of Vinnies workers



Everyone will have equal access to

- apply for jobs at Vinnies
- promotions
- flexible work conditions
- help and supervision
- reimbursement for expenses
- training opportunities.





Your rights and responsibilities

You can expect that Vinnies will

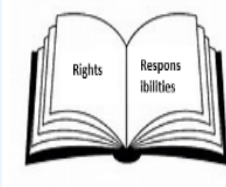


- treat you in a fair and equal way
- welcome you and keep you safe in our services
- treat you the same as other people
- not discriminate against you
- keep your information private.



You have the **responsibility** as a participant or worker to respect other people.

Responsibilities mean things that you need to do as a Vinnies participant or worker.



Discrimination



You must treat everyone with **respect**.

Respect means to

- treat a person well
- think about their feelings and rights.



Vinnies does not accept **discrimination**, bullying or harassment of any kind.

Discrimination means treating someone badly because of something about them.



The law protects everyone from discrimination.



How to report discrimination

You can talk to your support worker, service manager or supervisor if



- you or
- someone else

has been discriminated against.

We will

- listen to you
- keep your information private
- treat what you tell us in a fair way
- take action to fix the problem.





How to report discrimination



The people we assist can talk to the

Complaints Officer

- Phone: 9568 0262
- Email: Complaints@vinnies.org.au



Members, volunteers and employees can talk to

Your Manager or Supervisor

or

The Employment Relations team

- Email: Respectfulworkplace@vinnies.org.au





For more information



You can ask for a copy of the Diversity and Inclusion policy.

For help with this document talk to

- your support worker or service manager
- your supervisor
- a family member or friend
- an advocate.

