

Inclusiveness and Diversity Policy

1. Statement

- 1.1. Spectrum Space acknowledges the Whadjuk Noongar people as the Traditional Owners of the land we live on. We recognise that the greater Walyalup area, stretching on both sides of Derbal Yerrigan, and wider Whadjuk land remain the spiritual property of those people.
- 1.2. Spectrum Space is committed to ensuring that our working environment is inclusive, culturally diverse, and free from any form of discrimination and harassment.
- 1.3. Spectrum Space strives to create an equitable and inclusive environment for all the participants, staff and visitors and by its actions promote the value of respect and the empowerment of the people. We aim to provide a non-judgmental environment where both employees, volunteers and service users feel safe and comfortable.

2. Scope

This policy applies to all the employees, volunteers, service users and visitors his procedure applied to all Spectrum Space employees, contractors and volunteers.

3. Definitions

- 3.1. Discrimination occurs when in similar circumstances a person is treated, assessed or judged less favourably than the others based on one of the categories defined by State and Federal Legislation. Discrimination can be either direct and expressed explicitly or indirect employed through unreasonable laws and policies.
- 3.2. Harassment is purposeful intimidation, insult, humiliation or general hostility towards a person based on the same categories.
- 3.3. Spectrum Space strives to combat all forms of discrimination and harassment on the following grounds:
 - 3.3.1. Ability and Neurodiversity – we provide our services to all individuals with Autism Spectrum Disorder, regardless their abilities, including mobility issues. Employment in Spectrum Space can be offered to everyone, both neurotypical and neurodiverse people, based strictly on their merits.
 - 3.3.2. Age – our services are provided to young and adult people with Autism Spectrum Disorder according to our policies and services while we ensure our staff and volunteers are not being discriminated and labelled as too old or too young.
 - 3.3.3. Cultural background – people of different cultural, ethnic and linguistic backgrounds are welcomed in Spectrum Space both as service users and staff.
 - 3.3.4. Gender – people identifying themselves as women, men, transgender and those who identify as non-binary, gender diverse, or with descriptors other than woman or man are treated equally by Spectrum Space, regardless their gender self-determination. This is manifested by respectful use of pronouns (he, she, they).
 - 3.3.5. Sexual orientation – heterosexual, homosexual, bisexual and asexual individuals, and people identifying with the LGBTQIA community, receive the same treatment in Spectrum Space and their sexual orientation has no effect on the way we deliver our services
 - 3.3.6. Martial status – Spectrum Space does not discriminate on the base of being married or in a de facto relationship (including same sex), single, separated, divorced or widowed.
 - 3.3.7. Religious convictions – individuals of all faiths and religions are welcomed to Spectrum Space, including those not affiliating themselves with any religion.
 - 3.3.8. Political convictions – personal political view, or a lack of them, are not subjected to Spectrum Space's inquiry.
 - 3.3.9. Any other form of discrimination that limits self-determination and excludes an individual from full participation in social life.



4. Aims and Objectives

- 4.1. Inclusiveness means that young people not only know about and can access our services, but feel included as a valued person at the agency.
- 4.2. Spectrum Space builds its Inclusiveness and Diversity Policy of 8 principles:
 - 4.2.1. Access: Our services are available to all young people who are entitled to them and are free of any form of discrimination. We take active steps to help young people overcome any barriers or special circumstances which may prevent them from accessing our services.
 - 4.2.2. Equity: At Spectrum Space, everyone gets a 'fair go'. Services are developed and delivered on the basis of fair treatment of young people. We allocate our resources according to needs to contribute to social change.
 - 4.2.3. Communication: We inform young people about our services and how they can obtain them. We also consult with young people regularly about the adequacy, design, delivery and standard of services and actively seek their feedback.
 - 4.2.4. Responsiveness: We are sensitive to the needs and requirements of young people from diverse backgrounds, and responsive as far as practicable to the particular circumstances of individuals. We work with young people to meet their needs in an appropriate and timely way.
 - 4.2.5. Effectiveness: We aim to create good processes and outcomes for young people.
 - 4.2.6. Efficiency: We make the best use of available resources. We carefully consider our resource allocations according to the needs of our participant groups, including the re-distribution of existing resources to meet the needs of particular target groups.
 - 4.2.7. Confidentiality: We maintain strict confidentiality as required by law in order to create an environment where all young people have the confidence to work with us.
 - 4.2.8. Accountability: We report on what we do and what we achieve, to ensure we are accountable for implementing access and equity principles. We are open to public scrutiny by young people, governments, our community, our staff and management.

5. Application

- 5.1. Each management representative is accountable for the implementation of this policy in their area of responsibility, including:
 - 5.1.1. Promoting non-discrimination and inclusiveness within the organisation and the wider community
 - 5.1.2. Promoting the recruitment of diverse people
 - 5.1.3. Acknowledging the organisations commitment to diversity through posters, social media posts, website, etc.
 - 5.1.4. Taking all reasonable steps to reduce or eliminate barriers in access to services, including physical barriers for individuals with mobility issues or other, including access to translators / interpreters if required
 - 5.1.5. Conducting or organising professional development and cultural sensitivity trainings to ensure all staff and volunteers know and understand Inclusiveness and Diversity Policy
- 5.2. At Spectrum Space, everyone has an obligation to:
 - 5.2.1. Promote non-discrimination and inclusiveness in the organisation and the wider community
 - 5.2.2. Restrain from using emotive and discriminatory language that could be deemed as sexist, racist, heterosexist and offensive in the diverse environment.
 - 5.2.3. React to any form of discrimination and report it to supervisors.
 - 5.2.4. Address everyone with respect and acknowledgment to their self-determination. That includes using gender-neutral pronouns and titles.
 - 5.2.5. Dress in a way which strikes a reasonable balance between the expectations of young people, parents and community members and yourself, given the cultures and attitudes in the community you work in, the young people you are working with, and the services and activities you are providing in line with any OHS requirements
 - 5.2.6. Engage translators / interpreters when required



- 5.2.7. Provide food options within groups, activities and events catering to a variety of cultures and religious beliefs.
- 5.2.8. Refer a young person to a faith practitioner (eg. a priest, imam etc) or a religious youth group if they are especially interested in a particular religion or spiritual tradition
- 5.3. At Spectrum Space, everyone is encouraged to:
- 5.3.1. Celebrate or mark religious occasions (eg. Christmas, Easter, Eid al-Fitr or Diwali) significant to staff or young people, however a sensitive approach has to be applied given that some young people or staff may not belong to that religion and acknowledge or celebrate the special occasions of other religions represented at the agency where appropriate.
- 5.3.2. Exhibit (e.g. via jewellery or clothing) and discuss with young people, their own religious and spiritual beliefs, culture, lifestyle, sexual preference and marital status while ensuring a respectful and non-judgemental environment is maintained.
- 5.3.3. It is important to remember that discussions should generally be initiated by young people, be driven by their needs and interests (not those of employees and volunteers) and not conflicting with agency policies
- 5.4. While applying this policy, all Spectrum Space participants, volunteers and staff must not:
- 5.4.1. Promote any particular religion, spiritual belief, culture, lifestyle, sexual preference or marital status
- 5.4.2. Create an impression that you or the agency promote any particular one of these
- 5.4.3. Create a barrier for any particular groups of young people
- 5.4.4. Limit young people's choice and the opportunities to express their identity and views.
- 5.4.5. Provide unequal service and favour anyone according to their interests, beliefs, commitments and actions (eg. about religion).
- 5.5. By implementing this policy, Spectrum Space complies with anti-discrimination laws and the access and equity policies in funding agreements which apply to the organisation.
- 5.6. However, Spectrum Space goes beyond these requirements taking a social justice approach where the organisation takes active steps to increase the participation of all disadvantaged and marginalised young people.

6. Additional Documents

SS POL P023 Code of Conduct

7. Legislation

State legislation

Disability Services Act 1993

Equal Opportunity Act 1984

Gender Reassignment Act 2000

Lesbian and Gay Law Reform Act 2002

Commonwealth legislation:

Age Discrimination Act

Disability Discrimination Act

Disability Standards for Education

Workplace Gender Equality Act

Fair Work Act

Australian Human Rights Commission Act

Racial Discrimination Act

Sex Discrimination Act

Sex Discrimination Amendment (Sexual Orientation, Gender Identity and Intersex Status) Act 2013



8. Revision Status Record

Date	Rev	Description of Status or Revision	Prepared by	Approved by
15 Jun 2017	001	Initial Issue	Fi Goodall	
07 Feb 2019	002	Review	Trudi-Anne Grible	
21 Oct 2020	003	Review, update and transfer to new template	Tom Paziewski	Louise Sheehy & Board
Approval of Current Revision				
Name	Position	Signature	Date	
Louise Sheehy			04 February 2021	

