

Human Resources Policy



EDUCATING
THE FUTURE

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Drafted by:	Finance, Audit and Risk Committee	Approved by Board on:	27/08/2020 Reapproved on XX
Responsible person:	Board Directors	Scheduled review date	27/08/2022

0. Introduction

Educating The Future Australia Limited (ETF) is committed to implementing human resource systems, including this policy and procedures, that are free from unlawful discrimination. ETF recruits and retains effective volunteers and directors who contribute to the organisation's outcomes. Volunteer working conditions and benefits are an asset of ETF.

1. Purpose

ETF is committed to providing effective, legal and consistent human resources systems that benefit the organisation and its volunteers.

The purpose of this policy is to provide guidance to ETF in developing and implementing human resources systems so that such systems are equitable, efficient, transparent (where possible), communicated to all volunteers and directors, and comply with relevant legislation and regulations.

2. Scope

This policy applies to all ETF volunteers and directors and all of ETF's aid and development programs and activities.

3. Definitions

Unlawful discrimination: occurs when one person takes adverse action against another person because of the following attributes of the latter person:

- Race
- Skin colour
- Gender
- Sexuality

- Age
- Physical or mental disability
- Marital status
- Family or carer's responsibilities
- Pregnancy
- Religion
- Political opinion
- Social class

Workplace: any premise or place where ETF volunteers and directors conduct an activity or work, including premises for functions, conferences, community venues, and training sessions.

4. Principles

ETF provides an equitable, safe and encouraging volunteer environment with the absence of nepotism or patronage.

Volunteers and directors are valued and recognised for their contribution to ETF's successful outcomes.

Flexible and supportive working conditions are provided in line with relevant legislation and comparable to the humanitarian and development sector standards.

Unlawful discrimination will not be tolerated by any potential or current volunteer or director.

5. Policy

5.1. Recruitment and selection

ETF is committed to a recruitment and selection process that is merit-based, fair and transparent. ETF seeks to create a diverse team of volunteers, therefore uses advertising of vacant positions through a broad range of social media platforms ensuring it reaches a wide audience.

The recruitment and selection process of ETF ensures that staff and volunteers have the skills and capability to perform the duties required of them.

Selection will be based on a predetermined recruitment matrix. Refer to ETF's HR Recruitment Process document.

5.2. Equity and diversity, including gender equality

Policies can be established or altered only by the Board: **Procedures** may be altered by the CEO.

Equality is an integral part of universal human rights. ETF aims to promote equity and diversity in all aspects of the organisations and provide equal opportunities for all people, regardless of their race, gender, sexuality, age, religion, or disability.

In Timor-Leste:

- ETF recognises that sustainable development is only possible with the active participation of all members of the community.
- Equality, diversity, respect and cooperation of all people are values that will be promoted throughout ETF's activities.
- ETF recognises that different socially-defined genders roles and responsibilities exist in Timor-Leste and as a result will seek to be aware of these differences and design appropriate activities in order to respond to these needs.

Australian programs

- ETF will ensure that its principles for equity and diversity are mainstreamed within the organisation.
- The principles will be applied to structures and practices within ETF's administration and governing body and to its volunteers.
- ETF is committed to fostering a culture and environment that promotes equity and diversity within the organisation, including on decision making.
- ETF will ensure that all volunteers and directors are aware and understand the importance of ETF's equity and diversity policies and have appropriate tools to implement them in their roles.

5.3. Volunteer learning and development

ETF is committed to offering professional development and learning opportunities. They will be extended to all volunteers, including mentorship from various professionals and practical lessons. This will also include training of key policies and procedures and key legal and regulatory compliance requirements.

5.5. Conduct in the workplace

ETF expects professional conduct in the workplace

5.5. Sexual abuse and exploitation

ETF is committed to assuring that volunteers, directors, and related personnel are not subject to any form of sexual harassment, sexual abuse and/or sexual exploitation.

ETF will actively prevent and respond to sexual exploitation and abuse to maintain an organisational culture that prioritises safeguarding our volunteers and the communities we collaborate with. We will ensure it is safe for those affected to come forward and report incidents and concerns with the assurance that they will be handled appropriately and sensitively.

Policies can be established or altered only by the Board: **Procedures** may be altered by the CEO.

For further information and relevant procedures, refer to [Safeguarding and Prevention of Sexual Exploitation and Abuse Policy](#).

5.6. Integrity (including confidentiality and conflict of interest)

Conflict of interest will be a standing Board agenda item.

A conflict of interest register will be maintained and updated if any conflicts, real or perceived, from the Board or from the organisation are identified. They must be reviewed as determined by the Board.

Integrity screening checks with references are highly recommended, and essential for volunteers in Timor-Leste.

Integrity of all directors, volunteers and partners is ensured by mandating that all have a Working with Children Check before becoming a volunteer or agent of ETF.

5.7. Grievance and disciplinary procedures

ETF is committed to maintaining an environment that encourages collaboration, trust, cooperation and communication, and where all behaviours are consistent with the ETF Code of Conduct.

It is recognised, however, that on occasions inappropriate behaviours may occur and that a grievance, disciplinary and complaints procedure is required to resolve complaints and concerns.

All ETF volunteers and directors are responsible for their own actions, behaviour and conduct. If in violation of ETF's Code of Conduct, relevant policies or official legislation, a disciplinary process must be commenced and volunteers and directors may be subject to disciplinary action.

ETF strives to resolve difficulties, grievances and complaints in a prompt, impartial, transparent and appropriate manner. Via the processes of resolving complaints, ETF seeks to improve the quality of its work, enhance the trust and confidence of internal and external stakeholders, identify areas of work that need to be improved, and ensure that ETF learns from the feedback provided through this process.

For further information, refer to [Complaints Handling Policy](#).

5.8. Workplace health and safety

ETF will allocate a OHS Officer which will be identified during orientation.

5.9. Reference checking

During the recruitment process, ETF will endeavour to complete reference checks where there is suspicion or otherwise importance of checking the reference.

5.9. Training

ETF is committed to ensuring all directors, volunteers and relevant partners undertake necessary training to understand ETF's policies and procedures. ETF's People & Culture Team and **Policy Implementation Officer** host annual training for all volunteers, induction training for new volunteers and leadership training.

5.9. Learning and development

ETF is committed to ensuring volunteers and directors involved in recruitment and management are provided with ongoing support and professional development to assist them to implement effective, legal and transparent human resource systems..

RESPONSIBILITIES

1. Legal responsibilities

ETF develops and implements human resource systems and procedures that are informed by and comply with relevant legislation. ETF is committed to ensuring all volunteers and directors contribute to a workplace free from discrimination and that they comply with anti-discrimination legislation.

Legislation such as this includes:

- Privacy Act 1988
- Fair Work Act 2009
- Racial Discrimination Act 1984
- Sex Discrimination Act 1992
- Human Rights and Equal Opportunity Commission Act 1986
- Disability Discrimination Act 1992

ETF is responsible for informing volunteers and directors of their obligations under relevant anti-discrimination legislation. Information will be provided as part of the volunteer induction process, volunteer training refresher sessions and as amendments to legislation are made.

All volunteers and directors must sign their agreement to conditions outline in ETF's Code of Conduct, which includes additional information regarding ETF's human resource systems.

RELATED DOCUMENTS

- HR Resource Process
- Managing Partners Policy

Policies can be established or altered only by the Board: **Procedures** may be altered by the CEO.

- Complaints Handling Policy
- Equal Opportunity Policy
- Conflict of Interest Policy
- Anti-Bullying and Anti-Sexual Harassment Policy

AUTHORISATION

<Signature of CEO>

<Name of CEO>

<Date>