



Australian Government

Australian Transaction Reports  
and Analysis Centre

# Policy

## AUSTRAC workplace diversity plan 2013–2017



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## **CEO commitment**

AUSTRAC is committed to creating a working environment that values and utilises the contribution and experience of our employees from a diversity of backgrounds.

Harnessing diverse skills, experiences and qualities enables us to be more efficient and innovative, enhancing our performance and leading to better business outcomes for AUSTRAC.

AUSTRAC will be able to attract and retain these skills if we have an inclusive, non-discriminatory workplace where different points of view are acknowledged and where people from various backgrounds can work together in harmony.

I encourage all employees to take the time to read and commit to the *AUSTRAC workplace diversity plan 2013-2017*.

A handwritten signature in black ink, appearing to read 'John L. Schmidt', written in a cursive style.

John L Schmidt  
**CHIEF EXECUTIVE OFFICER**

21 November 2013

# 1. What is workplace diversity?

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Workplace diversity is about recognising, valuing and respecting differences and reflecting this in the way we work and treat each other. It includes a workplace that is respectful, collaborative, flexible and inclusive. It also involves welcoming the diversity of the Australian community to work with us to assist in achieving AUSTRAC's business goals.

Diversity is about giving everyone in the workplace the opportunity to be included and contribute regardless of gender, age, linguistic and cultural background, religious beliefs, disabilities, sexual orientation, pregnancy and family responsibilities.

Following a review of the Australian Public Service (APS) Values, from 1 July 2013 the values now include: 'Respectful – The APS respects all people, including their rights and heritage.'

## 2. Legislative framework

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Under section 18 of the *Public Service Act 1999* (PS Act), Agency Heads must establish workplace diversity programs to assist in giving effect to the APS Employment Principles.

The APS Employment Principles in paragraphs 10A(1)(f) and (g) of the PS Act state that:

- 1) The APS is a career-based public service that:
  - f) provides workplaces that are free from discrimination, patronage and favouritism; and
  - g) recognises the diversity of the Australian community and fosters diversity in the workplace.

APS employees have responsibilities relating to diversity under the APS Code of Conduct, as set out in section 13 of the PS Act:

- 3) An APS employee, when acting in connection with APS employment, must treat everyone with respect and courtesy, and without harassment.
- 11) An APS employee must at all times behave in a way that upholds:
  - a) the APS Values and APS Employment Principles; and
  - b) the integrity and good reputation of the employee's Agency and the APS.

Other legislation that applies to workplace diversity includes:

- *Age Discrimination Act 2004*
- *Carer Recognition Act 2010*
- *Disability Discrimination Act 1992*
- *Equal Employment Opportunity (Commonwealth Authorities) Act 1987*
- *Racial Discrimination Act 1975*
- *Sex Discrimination Act 1984*
- *Work Health and Safety Act 2011.*

### 3. Our workplace diversity objectives

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The main objective of the *AUSTRAC workplace diversity plan 2013-2017* is a commitment to fostering a diverse and inclusive workforce; that is, directed at eliminating employment-related disadvantages. This will be supported through the other objectives of the plan:

- recognising, valuing and respecting differences and reflecting this in the way we work
- creating a flexible working environment that supports the effective contribution of everyone – including balancing work, family and other caring responsibilities effectively
- ensuring that AUSTRAC policies are aligned to the APS Values, Employment Principles and Code of Conduct
- preventing and eliminating any discrimination in the workplace.

### 4. Roles and responsibilities

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All employees have a responsibility regarding workplace diversity.

#### 4.1. *Responsibilities of the CEO*

The Chief Executive Officer (CEO) is responsible for:

- upholding and promoting the APS Values, Employment Principles and Code of Conduct
- implementing the workplace diversity plan
- supporting managers and employees to promote workplace diversity
- promoting a workplace that has no tolerance for discrimination
- evaluating and reporting on the effectiveness and outcomes of the plan to the Australian Public Service Commissioner on an annual basis
- reviewing the workplace diversity plan at least every four years.

#### 4.2. *Responsibilities of managers*

Managers are responsible for:

- practising and promoting behaviour consistent with the APS Values, Employment Principles and Code of Conduct
- maintaining a workplace that is respectful where everyone will be treated with dignity, respect and courtesy
- encouraging a work environment that supports the implementation of the workplace diversity plan
- supporting flexible working arrangements to meet employees' and AUSTRAC's needs

- recognising and utilising the diverse skills and knowledge of employees
- resolving workplace issues quickly, sensitively and effectively
- supporting employees who require reasonable adjustment <sup>1</sup>
- actively supporting and encouraging equitable access to development opportunities for all employees.

### *4.3. Responsibilities of employees*

Employees are responsible for:

- behaving in a way that is consistent with the APS Values, Employment Principles and Code of Conduct
- treating everyone with respect and courtesy
- actively participating in the implementation of the workplace diversity plan
- supporting employees who access reasonable adjustment and flexible working arrangements
- respecting and supporting the different skills and competencies of all employees.

### *4.4. Responsibilities of the AUSTRAC Consultative Group (ACG)*

The ACG is responsible for:

- supporting the implementation and monitoring of the workplace diversity plan
- actively supporting and encouraging workplace diversity within the agency
- supporting the development and implementation of related policies.

### *4.5. Responsibilities of the Workforce, Capability and Performance Section (WCP)*

The WCP section is responsible for:

- implementing, monitoring and reporting on the workplace diversity plan
- providing advice to managers and employees on the effective incorporation of workplace diversity into decision making in the workplace
- monitoring the agency's compliance with relevant legislation and regulations.

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<sup>1</sup> Reasonable adjustment: entitles a person with disability to necessary adjustments or accommodation in order to perform the inherent requirements of the job, except where such adjustments would impose unjustifiable hardship on the employer.

## 5. Benefits of the AUSTRAC workplace diversity plan

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The benefits of the workplace diversity plan will be an environment that values and utilises the contribution of people with different backgrounds, experiences and perspectives. This will include:

- workplace engagement – an environment that values and utilises employee diversity will have productive and fulfilling workplaces which helps attract and retain employees
- increased innovation – a diverse and inclusive workforce with a range of different backgrounds and perspectives allows a broader range of ideas and insights to draw upon
- increased productivity – a diverse workplace that acts on values such as respect, inclusiveness and collaboration will be more efficient and productive
- better business outcomes – a workplace that utilises the skills and ideas of all staff will improve its practices and achieve better outcomes and corporate goals
- improved reputation and service to partners and clients – a diverse workplace will have good communication with its partners' clients, based on a broader understanding of the needs of the Australian community.

The workplace diversity plan will assist with continuing to embed diversity and inclusion in the way we work, and more broadly in our culture.

## 6. Implementing the plan

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The actions we will take to implement our workplace diversity plan are:

Actions	Measurable target	Responsibility
Upholding and promoting the APS Values, Employment Principles and Code of Conduct	Conducting culture workshops promoting the APS Values including respecting equity and diversity Adhering to the APS Values, Employment Principles and Code of Conduct	WCP All employees
Raising awareness of workplace diversity in the agency through promotion of the AUSTRAC workplace diversity plan	AUSTRAC's workplace diversity plan is available on the agency's website and intranet and is promoted by managers and supervisors	WCP Managers and supervisors

Actions	Measurable target	Responsibility
Ensuring managers and supervisors are aware of their responsibilities and obligations relating to supporting employees from diverse backgrounds and with reasonable adjustment needs	Providing guidance to managers and supervisors on their responsibilities regarding workplace diversity and ensure reasonable adjustment requests are actioned	WCP and Managers
Ensuring recruitment and selection processes take account of the reasonable needs of diverse applicants	The reasonable needs of all applicants selected for interview are recorded and addressed during the recruitment process	Employment Conditions and Services (ECS)
Creating a flexible working environment supporting work-life balance and workplace health	Managers support provisions included in our Enterprise Agreement 2012-2014 for flexible working arrangements, as appropriate	Managers
Updating the agency's Reconciliation Action Plan to reflect our ongoing commitment to building respect and understanding of Aboriginal and Torres Strait Islander peoples	<p>Displaying Indigenous artwork in AUSTRAC's offices</p> <p>Celebrating cultural events such as Reconciliation and NAIDOC weeks</p>	<p>Executive</p> <p>All employees</p>
Acknowledging and celebrating calendar days that relate to workplace diversity	Various important dates and cultural events are advertised on the AUSTRAC intranet and celebrated across the agency	<p>WCP</p> <p>All employees</p>
Continuing to work towards eliminating all forms of discrimination in the workplace	Having a nil tolerance for discrimination. Employees speak out if they witness behaviour that is not in accordance with AUSTRAC policies, the APS Values, Employment Principles and Code of Conduct	CEO, Executive and all employees
Through the AUSTRAC multicultural plan, engage with stakeholders to improve their understanding of compliance obligations	Stakeholders from a range of culturally diverse backgrounds develop better anti-money laundering and counter-terrorism financing programs and improve their reporting to AUSTRAC	CEO, Executive General Manager (EGM), Compliance branch and Reporting Entity Operations section