

Diversity and Inclusion Plan

2019



Australian
Energy
Foundation

Contents



Background	4
Goals and Activities	5
Focuses	6

We acknowledge the Traditional Owners of country throughout Australia and recognise their continuing connection to land, waters and culture. We pay our respects to their Elders past, present and emerging.

Background

The Strategic Plan Evaluation Framework committed to developing a diversity baseline in FY18/19 with a view to developing a plan for FY19/20.

The Board reviewed the baseline in April and undertook to set a goal for the upcoming year.

In June the Board approved the goal and endorsed the activities for Year 1 of the Diversity and Inclusion action plan.

We are creating an organisational diversity and inclusion plan to ensure that:

- the diverse needs of the communities that we serve are met;
- we provide equal opportunity and employment;
- we become an employer of choice.



Goals and Activities

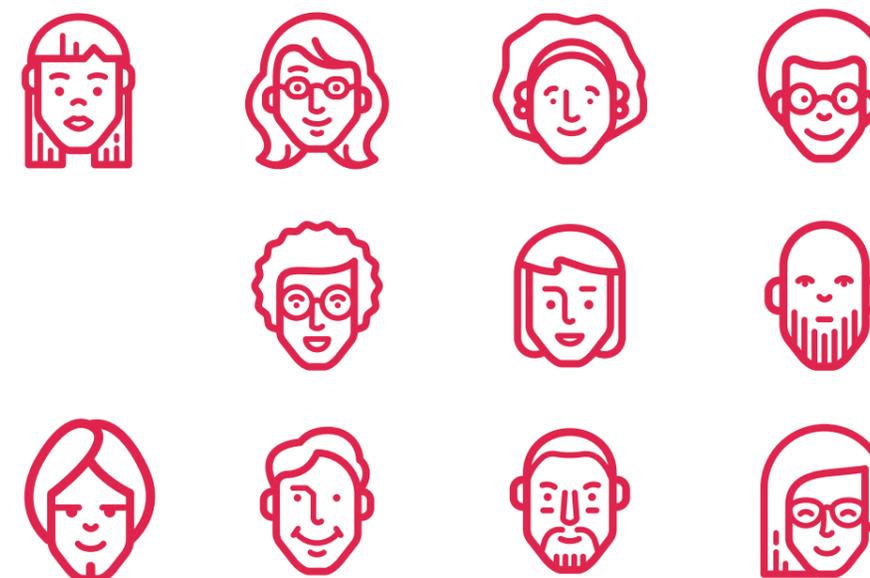


Goals & activities for Year 1 are finalised and have been incorporated into the business plan for FY19/20.

The plan was approved at the inaugural Diversity & Inclusion Committee.

Year 1 Goal
By 30 June 2020
we aim to have:

50%+
female representation
on the **ELT**



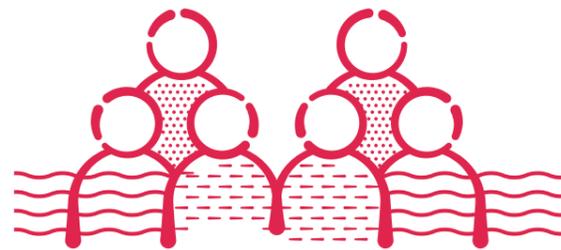
50%+
representation of the
Board and committee
members

Focus 1

Leadership & Organisation Alignment



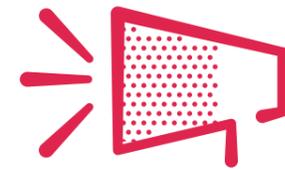
Every year we take the opportunity **to recognise our staff on their anniversary of service, and thank them for their continued service.**



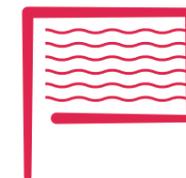
Diversity and Inclusion Committee established and demonstrated commitment to diversity implementation.

Focus 2

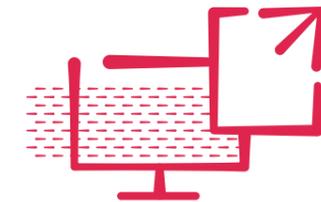
Communication & Representation



AEF staff will ensure there is gender equity on any panels they are invited to speak on and will put forward a female speaker if there are none currently included.



An acknowledgment of country will be included in all AEF staff signatures, on AEF websites and all publications.



AEF will portray diversity including the diversity of AEF's workforce and customers – in all outward facing materials, collateral and social media accounts.

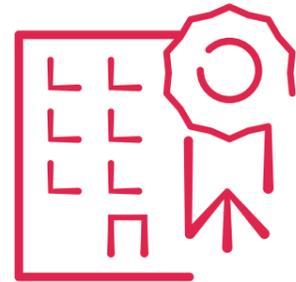


International Womens Day will be celebrated and **AEF will communicate the importance of women** in our organisation internally and externally.

Focus 3 Inclusion Culture



All AEF email signatures and HR forms will include **Pronouns**. All HR forms and event registrations will include **'Do you have any access requirements?'**



Place a Wurundjeri Acknowledgement Plaque on the door in Brunswick and get the relevant sign for the Sydney office.

Publicly recognise and open the office on Invasion (Australia) Day
26 January

Recognise and celebrate

National Reconciliation Week (NRW)

27 May – 3 June

International Day Against Homophobia & Transphobia

17 May

NAIDOC Week – Cultural Diversity Week

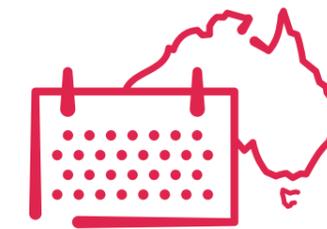
7-14 July 2019

International Day of People with Disability

3 December

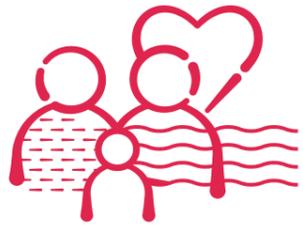
United Nations Day for the Elimination of Racial Discrimination and Harmony

21 March



Focus 4

Flexibility & Work Life Integration

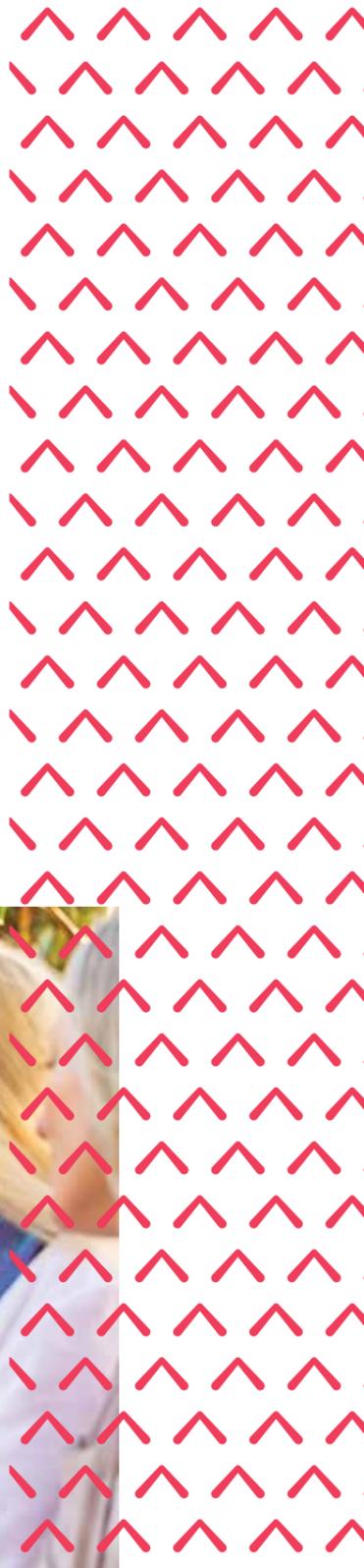


Review all parental, family and adoptive leave procedures and provisions to ensure inclusive language

i.e. inclusive of diverse families and same-sex couples.

At the beginning of the calendar year, check with all staff which dates are of personal cultural or religious importance and allow them to swap legislated public holidays for them. The important dates to be communicated to all staff to enhance culture and understanding.

Encourage the take-up of the flexible and innovative ways of working for better work life integration of staff.



Focus 5

Recruitment & Development



Review all recruitment materials to check that they outline flexibility to better attract people with dependents, those with a disability and those who are nearing retirement age.



Inclusive statements will be included as standard on all of our job adverts and position descriptions (both paid and volunteer) to advertise the fact we are an equal opportunity employer:

AEF is an Equal Opportunity Employer. We work with a diverse range of people and audiences at AEF. We encourage applications from Aboriginal and Torres Strait Islanders and other people of colour, people with a disability and people from the LGBTIQ community.

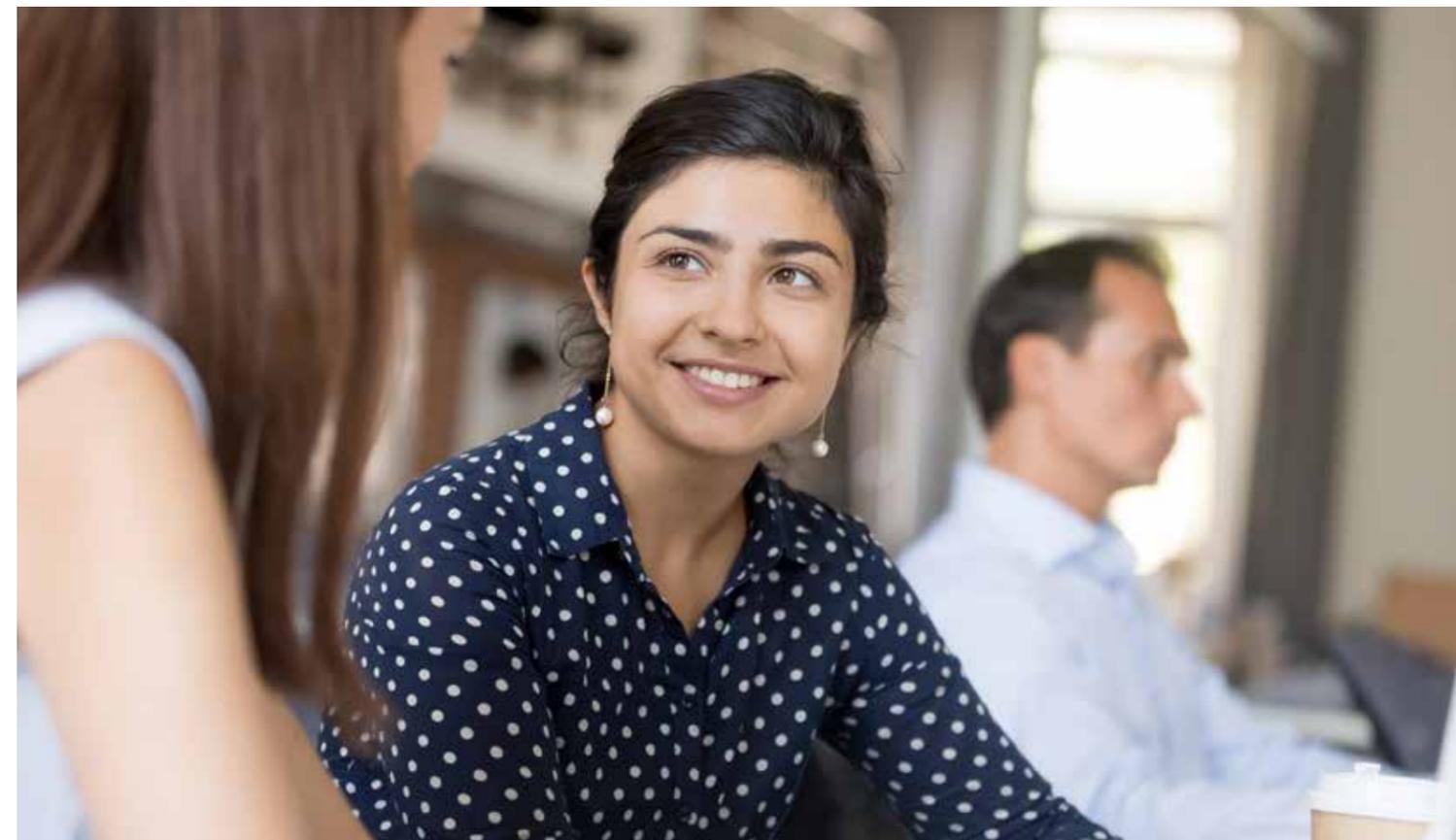


Provide staff on parental leave or on long absences due to illness with improved pre, during and post support to enhance engagement and productivity.



All shortlisting and interview panels will include diversity.

Negotiate workplace adjustments and offer assistance to staff to minimise workplace barriers caused by acquired disability or chronic health conditions.



aef.com.au | 03 9385 8585

[in](#) [🐦](#) [f](#) [📷](#)



Australian
Energy
Foundation