



HOW TO BE  
AN INCLUSIVE  
EMPLOYER



The Jobs Victoria Fund will create jobs for people who have been most affected by the economic impacts of the pandemic. As an employer, you must ensure that your recruitment process and workplace is inclusive and supportive.

## YOUR LEGAL OBLIGATIONS

As an employer you have a responsibility to recruit staff in a non-discriminatory way and to maintain a workplace that is safe and free from discrimination. Responsibilities are set out in the *Equal Opportunity Act 2010 (Victoria)* and the *Racial and Religious Tolerance Act 2001 (Victoria)*. You also have responsibilities under [Commonwealth laws](#) including:

- ***Sex Discrimination Act 1984 (Commonwealth)***: protects people from unfair treatment on the basis of their sex, sexual orientation, gender identity, intersex status, marital or relationship status, pregnancy and breastfeeding. It also protects workers with family responsibilities and makes sexual harassment against the law.
- ***Age Discrimination Act 2004 (Commonwealth)***: protects people from discrimination on the basis of age in employment, education, accommodation and the provision of goods and services.
- ***Disability Discrimination Act 1992 (Commonwealth)***: makes disability discrimination unlawful and promotes equal rights, equal opportunity, and equal access for people with disability.
- ***Racial Discrimination Act 1975 (Commonwealth)***: promotes equality between people of different backgrounds and protects people from unfair treatment or vilification on the basis of their race, colour, descent or national or ethnic origin.

[The Victorian Equal Opportunity and Human Rights website](#) provides practical information and resources on your legal obligations as employers.

## BUSINESS BENEFITS

In addition to meeting your legal obligations, recruiting diverse jobseekers is good for your business. The Special Broadcasting Service commissioned Deloitte Access Economics to quantify the economic dividend from raising the level of social inclusion in Australia. [The Economic Benefits of Improving Social Inclusion Report](#) demonstrates that:

- workplaces that are diverse and inclusive are twice as likely to meet or exceed financial targets and eight times more likely to achieve better business outcomes
- organisations that reflect the diversity of the market are more innovative, productive and better serve their customers
- social inclusion expands the talent pool that employers can draw from.

*'Recruiting diverse jobseekers  
is good for your business.'*



## RECRUITMENT

An inclusive recruitment process will support you to meet legal obligations and hire a diverse workforce. Some tips for your consideration are below.

### DESIGNING AND PROMOTING JOB ADVERTISEMENTS

Inclusive advertising and promotion will increase applications from diverse candidates. Here are some ideas to ensure your job advertisements are inclusive:

- **Include a statement to encourage diverse applicants to apply.**  
For example: We strongly encourage diverse candidates to apply, including women, Aboriginal people, people from multicultural backgrounds, people with disability, veterans, young people and people over 45 years old.
- **Avoid non-essential criteria and qualifications.**  
For example, stipulating a set amount of work experience may prevent younger people who are otherwise capable of undertaking the role from applying.
- **Use plain English.**  
Avoid acronyms, jargon and longer-words.  
Use active voice and short sentences.
- **Promote jobs to local networks, leaders and organisations.**  
Local contacts and word-of-mouth can help you reach jobseekers who may not access mainstream channels, for example members of the Aboriginal community.
- **Demonstrate your commitment to inclusion.**  
Share disability, reconciliation, cultural diversity and gender equality plans. Promote staff networks, reasonable adjustment policies, part-time and flexible working arrangements.
- **Make use of Jobs Victoria recruitment channels.**  
Jobs Victoria partners and the Jobs Victoria online hub can help you find workers. Visit the [Jobs Victoria website](#) for information.

## INTERVIEWING CANDIDATES

Once you have short-listed applicants, these tips will support you to create a safe and accessible interview process:

- **Consider diversity when you convene your panel.** Your panel should include mix of genders. If you expect to interview jobseekers from a particular group, consider including a member of staff from this group on your panel.
- **Ask people if they have requirements before the interview and make relevant arrangements.** For example provide interpreters, information in different formats or details on parking and public transport if requested.
- **Remove physical obstacles for those attending face-to-face interviews.** Ensure there is level or ramped access to your building and interview room. Provide accessible toilet and kitchen facilities.

## EMPLOYMENT

Once recruited, it is important that your new employees feel safe, included and supported. Here are some tips to ensure they feel welcome:

- **Make sure that any necessary workplace adjustments are arranged and available from the first day.** For example, modifications to the working environment or Australian Sign Language (Auslan) interpreters.
- **Allocate a member of staff to be your new employee's go-to person or 'buddy'.** If onboarding a number of new starters, consider inducting them and having them start on the same day.
- **Encourage new staff to take part in induction, training and networks.** This will assist them to understand and settle into your organisation. Invite staff to join relevant networks such as those for Aboriginal employees.
- **Create regular opportunities for new staff to meet with their line managers, peers, and colleagues.** This includes regular and scheduled 1:1s with their line manager.
- **Provide staff training to promote an inclusive work environment.** Ensure staff at all levels enrol for relevant training including Aboriginal cultural safety, cultural awareness, disability awareness and gender equality training.
- **Provide opportunities for career development.** Ensure that your new employee has a career plan or similar. Support them to take on extra responsibilities and participate in working groups or similar.

## OTHER RESOURCES

Below is a snapshot of resources to support you to recruit people who are looking for work who identify with the priority groups supported by the Jobs Victoria Fund.

### WOMEN

[The Commission for Gender Equality in the Public Sector](#) has compiled resources on gender equality in the workplace.

### ABORIGINAL PEOPLE

**Everybody's Business: A Handbook for Indigenous Employment** is a guide for hiring and retaining Aboriginal staff. Is available on the resources section of the [Minderoo – Generation One website](#).

A DJPR Aboriginal staff member can assist you to recruit, train, induct and onboard Aboriginal staff. Please email [info@jobs.vic.gov.au](mailto:info@jobs.vic.gov.au).

### PEOPLE WITH DISABILITY

[JobAccess](#) is funded by the Australian Government and provides free support to help remove barriers to employing people with disability. Further information is on the [JobAccess website](#).

## PEOPLE SEEKING ASYLUM, REFUGEES, AND NEWLY ARRIVED MIGRANTS

[The Refugee Council of Australia](#) has compiled resources for employing refugees.

## MATURE AGED JOBSEEKERS

[The Australian Human Rights Commission](#) has developed resources for employing older workers.

## YOUNG PEOPLE

[The Fair Work Ombudsman](#) has developed a guide for employing young workers.

## VETERANS

[The Prime Minister's Veterans' Employment Program](#) has compiled information on the value of employing veterans.

## PEOPLE EMPLOYED BY JOBS VICTORIA PARTNERS

Jobs Victoria partners can support you to recruit jobseekers who are eligible for the Jobs Victoria Fund. Employers can find their local Jobs Victoria partner on the [Jobs Victoria website](#).

## ACCESSIBILITY

If you would like to receive this publication in an accessible format, please telephone or email Jobs Victoria on 1300 208 575 or [info@jobs.vic.gov.au](mailto:info@jobs.vic.gov.au).

This document is also available on the [Jobs Victoria website](#).



More information:

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