



DIVERSITY & INCLUSION POLICY

The Friends of Geelong Botanic Gardens (FGBG) is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion which is at the core of who we are. We strive to create a welcoming, safe, empowered and respectful workplace which supports people to reach their full potential and where unlawful discrimination, bullying, harassment or victimisation are not tolerated.

We position these values at the forefront of all we do and recognise that society has knowingly or unknowingly created barriers to participation.

What is Diversity and Inclusion

Diversity refers to the characteristics that make us different from each other

Inclusion involves creating an environment in which any person(s) feels welcomed, respected, valued and are able to fully participate and contribute

Why we have this policy

The purpose of this policy to ensure that all adults who seek to volunteer, tutor or be employed by the FGBG are able to partake in all activities relevant to their specific role.

Who is this policy for

The FGBG policy relates to FGBG volunteers, FGBG contractors and FGBG employees.

- Volunteers includes FGBG members who work regularly in the Nursery, the Perennial Border, the Heritage Roses, the Guides, the Library as well as the Weeding, Events and Catering teams
- Contractors include the Botanic Art Tutors
- Employees include administrative staff at the FGBG office

Our practice

- We will strive to ensure that volunteering, tutoring and employment with the FGBG is accessible and inclusive for all.
- We will prioritise equity, diversity, and inclusion in all our activities.
- We will strengthen our relationships with the community by addressing diversity, equity and inclusion barriers to volunteering
- We will continuously review and improve our actions in this area as we understand that inclusion is an outcome which requires dedicated commitment to improving access to opportunities and to providing supported volunteering experiences

What we need to do to be inclusive

- We will ensure the FGBG work environment and roles are culturally appropriate and respectful of diverse needs
- All FGBG volunteers and employees will be expected to exhibit conduct that is inclusive during work, at FGBG functions and at all other FGBG activities and events.
- All FGBG volunteers and employees have a responsibility to treat others with dignity and respect at all times.

Who is able to join FGBG in any of these activities?

- We embrace and encourage volunteers and employees with differences in age, colour, disability, ethnicity, family/marital status, gender identity/expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, and other characteristics that make them unique
- We are particularly committed to engaging with the First Nations people in our community. We realise that being inclusive is not just rhetoric but a genuine partnership requiring us to reciprocate, mutually, with all family and kinship ties and communal responsibility and respect. Also, we acknowledge the thousands of years of connections to the land, the water and the sky the Wadawurrung people and their ancestors have.

How will we apply these principles

- All FGBG volunteers and employees will be interviewed and if it becomes apparent that additional support/s are required to ensure a successful volunteering or work experience this will be researched
- The options for support will be wide ranging and may include (but not limited to):
 - organising an interpreter
 - acquiring specialised equipment
 - modifying the workplace environment to accommodate cultural needs
 - seeking advice from a support worker
 - professional development for other volunteers
- If there is a cost for providing the support/s funding sources will be sought
- If there is no funding available to provide the necessary support/s the FGBG may suggest alternative volunteering options be sought through Volunteering Geelong
- We will partner with other organisations, communities and individuals to ensure that volunteering or employment experiences with the FGBG are inclusive, safe and accessible
- Any employee found to have exhibited any inappropriate conduct or behaviour against others may be subject to disciplinary action

- Volunteers and employees who feel they have been subjected to any kind of discrimination that conflicts with the FGBG Diversity and Inclusion Policy should advise the FGBG Committee of Management

Inclusive considerations include:

- Do the all FGBG policies and procedures support equality and diversity?
 - Are they accessible for persons with all abilities and backgrounds?
 - Do they use inclusive language?
- Are volunteers and staff aware of the value and importance of diversity and inclusion?
- Does FGBG encourage applications from people with diverse backgrounds?
 - Are volunteering and employment role descriptions flexible and easily adjusted to support people with diverse needs?
 - Are recruitment and onboarding processes flexible and easily adjusted to support people with all abilities and from all backgrounds?
 - Do you avoid using jargon or acronyms in our recruitment documentation?
 - Do we have an equitable recruitment process?
- Does FGBG have systems in place to support new volunteers? Do we have the capacity to buddy volunteers?
- Does FGBG actively seek feedback from volunteers on their volunteering experience?
- Is the workplace premises accessible? Are there any ways to increase accessibility?