

## ACT Public Service

# Respect, Equity and Diversity Framework

*'Creating Great Workplaces with Positive Cultures'*



*"Our public service success relies on the quality of our people and the culture in which we operate. A positive culture rests on the fundamental principles of respect, equity and diversity and enables people to be involved, contribute and perform to their full potential."*

**Catherine Hudson, Commissioner for Public Administration**



# Roles and Responsibilities

## **The Chief Executive sets the culture and tone of the Agency by:**

- Providing leadership on Respect, Equity and Diversity actions;
- Promoting Respect, Equity, Diversity and the ACTPS Values and Code of Conduct;
- Adopting and implementing the ACTPS Respect at Work Policy;
- Raising awareness and providing training; and
- Actively preventing work bullying by ongoing risk management.

## **Executives contribute to a positive work culture by:**

- Demonstrating personal leadership and commitment to Respect, Equity and Diversity;
- Promoting an 'open door' protocol;
- Supporting Managers and Supervisors in managing Respect, Equity and Diversity issues; and
- Supporting and encouraging Managers to balance their work and personal lives.

## **Managers and Supervisors contribute to a positive culture by:**

- Consistently modelling positive behaviours of respect and courtesy;
- Demonstrating personal commitment to Respect, Equity and Diversity principles and the ACTPS Values and Code of Conduct;
- Promoting cultural awareness and the benefits of Respect, Equity and Diversity;
- Actively encouraging staff to contribute their ideas;
- Actively preventing work bullying; and
- Supporting and encouraging staff to balance their work and personal lives.

## **All staff contribute to a positive culture by:**

- Treating all staff, managers and executives with respect;
- Upholding the ACTPS Values and Code of Conduct;
- Undertaking work in a way that is fair and inclusive;
- Contributing to a positive work culture; and
- Not tolerating and actively preventing work bullying and discrimination.

## **RED Contact Officers contribute to a positive work culture by:**

- Providing information to staff;
- Raising issues while respecting confidentiality;
- Undertaking Respect, Equity and Diversity training; and
- Promoting activities associated with Respect, Equity and Diversity in the workplace.

**Respect:** to value and consider others at work.

**Equity:** to treat everyone at work in a fair manner according to their individual needs.

**Diversity:** to value individual differences in the workplace.

## Why Respect, Equity and Diversity?

A workplace culture that is respectful, courteous, and fair and that values individual differences is a core aspect of building a positive workplace culture. Promoting equity and diversity is a key component of managing employees and by focusing on building a positive and respectful culture we will enhance the performance of all employees.

An ACT Public Service workforce that reflects the ACT community demographics will also support us, as a public service, to understand and deliver quality services to our community. The benefits of valuing diversity and creating respectful and fair workplaces include increased employee engagement, heightened levels of workplace participation and innovation due to diverse thinking. In a community that demands higher quality and ever increasing services, the benefits of embracing respect, equity and diversity simply make good business sense.

Valuing and capitalising on employee diversity leads to productive workplaces that will assist in the retention and attraction of employees, through enhanced morale, increased job satisfaction and productivity.



*“Having a public service that values different perspectives and viewpoints is an important factor in delivering effective services to the community we serve.”*

**Jon Stanhope MLA,  
Chief Minister**

## Framework principles

- Leaders value and promote Respect, Equity and Diversity;
- Strategic and operational plans incorporate Respect, Equity and Diversity strategies;
- Attracting and retaining a diverse ACT Public Service;
- Improving the capability of our workforce;
- Respect and courtesy in the workplace is practiced;
- Promoting Equity in our employment practices; and
- Work/life balance is promoted and supported.

## Respect in the workplace is:

- Respectful relationships in the workplace (up, down and across in an organisation and across the ACTPS);
- Valuing and considering a person's position in the organisation;
- Courtesy and good manners including saying 'hello' to colleagues;
- Consistency in management decisions;
- Being kept informed about relevant workplace information;
- Having your contributions valued; and
- Fair treatment.

### **Chief Executive Commitment**

To address our respect, equity and diversity challenges now and into the future, the Head of the ACT Public Service and all Chief Executives are committed to the Respect, Equity and Diversity Framework and its implementation.

The Framework will support the ACT Public Service by improving employee engagement, increasing levels of workforce participation and encouraging innovation due to diverse thinking. The Framework supports a public service that is diverse, skilled and valued for their differences, experiences, knowledge, abilities and background and enables the delivery of high quality and effective services to the ACT community.

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The RED Framework is produced by The Chief Minister's Department.  
For further information, please contact the Commissioner for Public Administration on 02 6205 0358.