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<b>Title: Gender Equity Diversity and Inclusion Policy</b>	

# Gender Equity Diversity and Inclusion Policy

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## Background

- Burnet is committed to promoting gender equity in working towards our mission to achieve equity through better health in Australia and internationally.
- We acknowledge that gender inequity is harmful to the physical, mental, emotional and economic health and wellbeing of women, men and people of diverse gender identity or expression.
- Gender equity issues intersect with a range of identity dimensions, including race, sexual orientation, socio-economic status and disability. The Burnet recognises that together with gender, different aspects of a person's identity can expose them to overlapping and unique forms of discrimination and marginalisation. The Institute recognises the unique experience of gender inequity for transgender and non-binary people.
- Gender also interacts with a range of other determinants to produce differential health outcomes for women and men in Australia and internationally.
- We acknowledge that most women in Australia and internationally report experiencing some form of gendered harassment at work. Women are more likely than men to experience sexual harassment in the workplace. People who identify as transgender or non-binary are also more likely than men to be sexually harassed in the workplace.
- Gender-based violence overwhelmingly affects women and has major impacts on women in their working lives, in their ability to participate in health programs, and on their health outcomes.
- In the Australian medical research sector, including at the Burnet, women are disproportionately under-represented at senior levels. Research indicates that women receive a lower benefit for demonstrating ambition in the workplace and are more likely than men to be assigned lower-status tasks such as organising, mentoring or routine laboratory work, reducing their available time for work which would better progress their careers. Many professional and social networks are dominated by men, which can

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lead to reduced career opportunities for women. With a majority of leadership roles occupied by men, there is a limited diversity of leadership styles modelled.

- Carer responsibilities more often fall to women and resultant career disruption is one of the significant issues impacting on women's career advancement in the sector. The competitive funding system provides little job security and makes it difficult to accommodate career breaks. Many men find it more difficult to access family friendly or flexible working arrangements than women do.

## Purpose

This policy outlines Burnet Institute's commitment to gender equity and equality across all our activities.

## Scope

The policy covers all Burnet employees in the course of their work and persons representing Burnet, which includes:

- Members of the Burnet Board;
- All Burnet employees, including: managers and supervisors; full-time, part-time or casual, temporary or permanent staff; job candidates; student placements
- Contractors, sub-contractors; suppliers and volunteers;
- Burnet honorary staff and associates;
- Supporters, donors and other participants on field visits organised by Burnet;
- Overseas partner organisations (where Burnet staff are placed);
- Partner organisations (engaged in overseas activities with Burnet programs); and
- Any person representing the organisation at Burnet's request.

This Policy applies to:

- On-site, off-site or after-hours work; work-related social functions; conferences – wherever and whenever employees may be as a result of their Burnet related duties; and

Employee treatment of beneficiaries and other members of the community encountered in the course of their Burnet related duties.

## Definitions

**Gender** refers to the social attributes and differences associated with being female, male, transgender or non-binary and does not replace the term 'sex' which refers exclusively to biological differences.

**Gender equity** is achieved when people are able to access the same rewards, resources and opportunities regardless of whether they are female, male, transgender or non-binary.

## Policy statement/overview

- a. We are committed to fostering an **inclusive culture** and to creating a fair and equitable workplace for staff of all genders.

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- b. We carefully consider the implications for women and men in the **design, implementation, monitoring and evaluation** of our health research and international development work.
- c. Through our health research and international development work, we encourage equal and meaningful **participation** of women and men in decision-making. We promote **gender-responsive health care** to improve availability and access for different groups of men and women, boys and girls.
- d. We provide a **workplace environment free from discrimination and harassment** and take necessary action to eliminate any form of gender-based and intersectional discrimination.
- e. We acknowledge the impacts of **gender-based violence** on staff and project participants. We consider the risks that gender-based violence presents and measures to address these. We provide leave for people experiencing family violence.
- f. We **remove barriers to women's career advancement** and success, by ensuring learning and development opportunities are available and accessible to all staff and that recruitment and promotion processes for staff are fair and transparent and take gender-related challenges into account.
- g. Women **participate in all governance** structures at national and international activities including our Board, committees and decision-making bodies. Burnet is improving the representation of women in leadership and management roles through appropriate interventions.
- h. We are committed to closing our organisation-wide **gender pay gap**. Burnet's remuneration practices will provide pay equity between staff with the same responsibilities. As part of this we are committed to regularly analysing and monitoring pay equity across the institute and addressing gender pay equity gaps where they exist.
- i. We are committed to fostering a **workplace culture of flexibility** where staff irrespective of gender are supported to successfully combine their work commitments and personal priorities.
- j. Burnet ensures access to **paid parental leave options** for both primary and secondary carers.
- k. Staff can **raise concerns or complaints** relating to Gender Equity issues with the Chair of the GEDI Committee or with Human Resources. A Complaints and Disputes Procedure provides guidance on the process. **The Employee Assistance Program** provides psychological support to people experiencing gender equity issues, including discrimination, harassment or family violence.
- l. Burnet ensures that this policy is **easily accessible** to all members of the organisation employees/students are empowered to actively contribute and provide feedback to this policy; and employees/students are notified of all changes to this policy.

# Reporting

Staff can raise concerns or complaints relating to Gender Equity issues with the Chair of the GEDI Committee or with Human Resources. A Complaints and Disputes Procedure provides guidance on the process.

## Responsibility for implementation

- **All personnel and representatives** have a responsibility to comply with this policy.
- **Members of the Board:** hold overall accountability for this policy and its implementation.
- **The Executive:** is responsible for the application of this policy and will ensure that a standing agenda item on Gender Equity is considered at every meeting
- **The Head of Human Resources (Melbourne Office)** has institute-wide responsibility for Gender Equity policy implementation and compliance.
- **Human Resources Managers (for PNG & Myanmar offices)** ensure that all locally based employees are informed of their responsibilities and obligations under the Gender Equity Policy.
- **The GEDI Committee Chair** promotes and contributes to Institutional compliance in relation to Gender Equity.
- **The Safeguarding, Diversity and Inclusion Manager** manages the implementation of Burnet's Gender Equity, Diversity and Inclusion initiatives.
- The **Gender Equity, Diversity and Inclusion (GEDI) Committee** advises on gender equity related programs and initiatives across the Institute and provides open consultation and effective management of issues relating to workplace gender equity.
- **Country Representatives/Country Program Managers** are responsible for in-country Gender Equity compliance.

## Related legislation

- International Bill of Human Rights
- The UN Convention on the Elimination of all Forms of Discrimination Against Women

## Related Policies/ Procedures/Guidance

*Available on The Hub (/), or on request from the Human Resources Manager*

- Equal Opportunity, Anti-Discrimination and Harassment Policy  
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- Complaints and Disputes Procedure
- Prevention of Sexual Exploitation and Harassment Policy
- Transgender and Gender Diverse Inclusion Policy (under development)
- Career and Professional Development Policy
- Recruitment & Selection Policy and Procedure
- Flexible Working Arrangement Policy and Procedure
- Research Staff Promotions Policy and Procedure
- Remuneration Policy
- Safeguarding Code of Conduct
- Safeguarding Procedures
- Personal Relationships Policy
- Child Protection Policy
- Whistle-blower Policy
- External Complaints Handling Policy
- Social Media Policy