



Diversity, Equity and Inclusion Policy

1. Purpose

This policy provides a guideline on how CFC ANCOP Australia Ltd. commits to work with and empower people who are marginalised and lack access to rights, resources and opportunities, and those who are vulnerable to discrimination. We aim to provide people with opportunities to be involved with planning, management and service provision regardless of age, gender, gender identity, race, religion, disability and socio-economic status.

2. Scope

This policy applies to CFC ANCOP Australia Ltd. (referred to as ANCOP within this document) leadership and members, as well as our partners, volunteers and beneficiaries.

3. Definitions

Diversity - refers to visible and invisible differences between people within a community, target group or workplace environment. These differences can be along dimensions of: age, gender, gender identity, race, religion, ethnicity, disability, sexual orientation, socio-economic status or any other characteristic.

Equity - refers to fairness and equality in support, resources and outcomes. This includes substantive equality which allows for beneficial treatment of some people, especially disadvantaged groups, so they can enjoy their human rights equally with others.

Inclusion - is valuing people's differences and enabling everyone to succeed at work. An inclusive working environment is one in which all volunteers feel a sense of belonging, without having to conform. Providing an accessible environment to overcome impairment also supports inclusion.

Disability - includes long-term physical, mental, intellectual or sensory impairments which, in interaction with various barriers, may hinder a person's full and effective participation in society on an equal basis with others.

Marginalised – people whose voices are not heard in mainstream settings due to deliberate discrimination or other factors leading to them being excluded or not considered. Persons with disabilities are often marginalised.

Vulnerable - while all people must be protected from harm, there are additional legislative and ethical considerations for protecting vulnerable people. As defined by ACNC, vulnerable people are those aged under 18 or other individuals who may be unable to take care of themselves or are unable to protect themselves against harm or exploitation. This can include:

- children and seniors
- people with impaired intellectual or physical functioning
- people from a low socio-economic background
- people who are Aboriginal or Torres Strait Islanders
- people who are not native speakers of the local language

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- people with low levels of literacy or education
- people subject to modern slavery, which involves human exploitation and control, such as forced labour, debt bondage, human trafficking, and child labour.

Barriers - physical, environmental, institutional, communication or economic obstacles to full inclusion in society.

4. Roles and responsibilities

4.1 The Board is responsible for:

- Guiding governance and culture of ANCOP through strategic leadership.
- Approving this policy and holding the Management Committee accountable to the effective implementation of this policy.

4.2 President, Management Committee, Program Leads and Partners are responsible for:

- Ensuring this policy is upheld.
- Informing the Board of any concerns and updates relating to this policy.
- Leading by example.
- Ensuring their teams and volunteers are aware of and understand their responsibility and accountability to this policy.
- Ensuring ANCOP practices, plans and operations/procedures align with this policy.

4.3 ANCOP members and volunteers are responsible for:

- Understanding and following this policy and related procedures.
- Not encouraging others (directly or indirectly) to breach this policy.
- Reporting any breach following ANCOP's complaints process.

5. Policy Commitments

Our commitments are grounded on the following CFC ANCOP Australia Ltd. guiding principles:

- Our mission to help end poverty, promote justice and uphold dignity.
- Our constitution stating that ANCOP is organised predominantly to provide direct relief of poverty, sickness, suffering, distress, misfortune, disability or helplessness.
- Our Code of Conduct stating that our programs and services will have a commitment to the following:
 - a. Equity: a fair distribution of economic resources and power through the design and delivery of services.
 - b. Access: fair and equal opportunity for all individuals and groups to use those services that are important for the quality of life (to be informed about and use those services without physical, age, cultural or financial barriers).
 - c. Participation: opportunity to be involved with the management, service provision and planning.
 - d. Rights: developing fairer, more comprehensive rights that are equally accessible by all individual or groups regardless of their income and social background. This includes civil, political, industrial, social and economic rights as well.

5.1 Organisational culture and behaviour

- 5.1.1 Promote awareness and maintain a culture that supports diversity, equity and inclusion in ANCOP practices at all levels including design/planning, decision-making, volunteering and program implementation.

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5.1.2 Identify opportunities to support vulnerable or marginalised members of the community (including women, children and people with disability), and monitor and take appropriate action to eliminate any form of discrimination towards them.

5.2 Training and awareness

5.2.1 Provide induction and ongoing training to our members, partners and volunteers to build awareness and understanding of our Code of Conduct and policies.

5.2.2 Ensure all members understand, sign and comply with this policy, the ANCOP Code of Conduct, and the ANCOP Safeguarding and PSEAH policies.

5.3 Development and humanitarian programs

5.3.1 CFC ANCOP provides opportunity for vulnerable or marginalised members of the community (including women, children and people with disability) or their representative to be consulted during the planning, management and provision of ANCOP programs and activities. This will allow their participation in decision-making on initiatives that affect them.

5.3.2 We evaluate and monitor how our policy has been implemented, our progress in promoting empowerment of the above recipients, and ensure that we are not inadvertently harming nor excluding them.

5.3.3 We understand and analyse challenges/ barriers to inclusion and participation and include disability-specific initiatives where applicable.

5.3.4 We strive to provide preferential option to level the playing field for those most vulnerable to being excluded or unable to fully participate. This would include measures to promote, among others, disability inclusion, gender equality and child protection.

5.3.5 Project consultations and risk management are done in areas of health and safety, cultural, political, financial, reputational, environmental, governance and any other confidential/ sensitive issues.

5.3.6 We are committed to support our partners to enable them to implement equity and inclusion in our development and humanitarian programs.

5.4 Reporting, feedback and complaints

5.4.1 CFC ANCOP requires reports and encourages feedback from partners and/or recipients. We maintain accessible communication channels to allow for safe feedback and reporting. Feedback received are considered in the review and improvement of this policy.

5.4.2 We inform our volunteers, partners and recipients about the CFC ANCOP complaints/ feedback mechanism which they can access in our website. We will investigate and respond to complaints, concerns or allegations of breaches to our Diversity, Equity and Inclusion Policy.

5.4.3 We will implement effective and adequate corrective action(s) for validated breaches to this policy and will not allow retaliatory actions as per CFC ANCOP Complaints Policy.

6. Communication, Monitoring and Review

- All ANCOP leadership, members, partners and volunteers are made aware of this policy.
- ANCOP policies are available and accessible on our website <https://cfcancop.org.au/>.
- This policy is reviewed every three years using feedback from members, partners and program recipients so as to continuously improve on policy content and implementation.

7. References

ANCOP Code of Conduct

ANCOP Safeguarding Policy

ANCOP PSEAH Policy

ANCOP Complaints Policy

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ACFID Code of Conduct

8. Revision History

Version	Approval Date	Summary of Changes
V1.0	April 2024	Original policy
V2.0	October 2024	Add definitions of vulnerable and marginalised people; updated to include ANCOP responses to ACFID Sept. 2024 review/comments.