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Module 1 Resources

DCA's definitions of diversity and inclusion

At DCA we describe **diversity** as being the mix of people in your organisation, and **inclusion** as being about creating a workplace environment that enables that mix to work – for organisations and employees.

LEARN MORE: To learn more about the definitions of diversity, inclusion and intersectionality [go to DCA's website](#).



WHAT IS DIVERSITY?

Diversity is the mix of people in your organisation.

Diversity refers to all the ways in which we differ (e.g., Aboriginal and/or Torres Strait Islander background, age, education, gender, profession).

WHAT IS INCLUSION?

Inclusion is getting this mix to work.

Inclusion occurs when a diversity of people are respected, connected, progressing and contributing to organisational success.

DCA's Inclusion@Work Index

Every two years DCA surveys Australian workers and asks them about their own experiences of inclusion and exclusion at work.

Our research shows that:

- D&I is supported by a majority of workers in Australia;
- inclusion is good for business. Fostering teams that are highly effective, innovative and provide excellent customer and client service;
- Inclusion creates employee satisfaction, success, and security; and
- if you work in a team that is inclusive, you are much less likely to experience harassment or discrimination than people who don't work in inclusive teams.

LEARN MORE: To explore the findings, [go to the Inclusion@work Index microsite](#).



Module 2 Resources

How diversity and inclusion benefits everyone

In organisations taking action to create a more diverse and inclusive workplace, DCA's research showed a similar proportion of workers *with and without* disability were very satisfied with their jobs – and significantly more satisfied than workers with and without disability in organisations where no action was being taken.

This was also the case for how accepted workers felt and whether they felt they had the same opportunities.

LEARN MORE: [download the INCLUSION@WORK INDEX infographic.](#)

Understanding diversity dimensions

[DCA's website](#) has a range of resources for DCA members to assist them in building inclusive workplaces for a range of diverse groups in our community, including:

- [Aboriginal and Torres Strait Islander Peoples](#)
- [Gender](#)
- [Culture & Faith](#)
- [Disability & Accessibility](#)
- [Age](#)
- [LGBTIQ+ people](#)

Some workplaces may have diversity initiatives for carers, parents, people experiencing domestic and family violence, and others.

Intersectionality

'Intersectionality' refers to the ways in which different aspects of a person's identity can expose them to overlapping forms of discrimination and marginalisation.

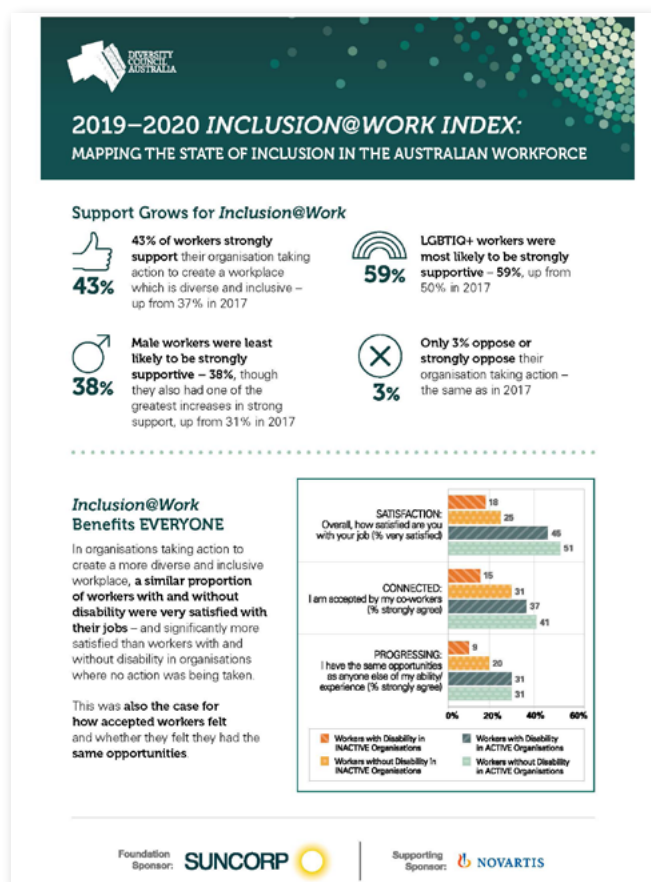
Intersectionality is also important because it recognises that D&I initiatives shouldn't treat people as one dimensional.

READ MORE: DCA's research can help you understand the experiences of people with intersectional identities. To get started, we recommend you check out:

[Intersections at Work](#); and

[Cracking the Glass-Cultural Ceiling.](#)

WATCH: This DCA event recording [Gender Equality Network: Taking an intersectional approach to gender equality at work \(DCA member resource\).](#)



Module 3 Resources

Everyday inclusion

- Designing for inclusion and accessibility at the outset can help you plan events and functions that are more inclusive.
- Use this simple checklist to make your events more inclusive:
- Is your event invitation written using inclusive language?
- Does the menu cater to diverse faiths, various dietary requirements, and differing ethical beliefs (kosher, halal, vegan, etc)?
- Have you invited a diverse range of identities to help plan the event to ensure its inclusive?
- Is the venue appropriate for those who don't drink alcohol?
- Does the venue cater to everyone's accessibility needs?
- Is it suitable for pregnant women?
- Is the timing of your event going to enable as many colleagues as possible to attend? For example, those with caring responsibilities?
- Have you organised beginning your event by recognising Country with a Welcome to Country delivered by an Aboriginal or Torres Strait Islander elder, or an Acknowledgement of Country from the host?

READ MORE: DCA's [Creating inclusive multi-faith workplaces guide](#) has more resources to help create everyday inclusion.

Unconscious bias

While no one wants to think about themselves as being biased. It is a fact that everyone has biases. But just knowing you have biases isn't enough. It's what we do about them that matters.

READ MORE: [Inclusion Nudges: A snapshot.](#)

WATCH: this [DCA event Gender Equality Network - Nudge It: Building inclusion through behavioural design](#) (DCA member resource).

Stereotypes

A stereotype is a widely held simplistic belief about a particular group of people.

READ MORE: Use DCA's [Words At Work](#) guides to learn about how even seemingly positive stereotypes can be limiting at work.

Privilege

The concept of privilege is about the unearned benefits that give us an easier path through life and work.

Everyone has some form of privilege. For example, this can be our gender, the school we attended, or our cultural background.

These can allow us access, or add obstacles to, education, networks to move ahead, career opportunities, emotional and physical safety, acceptance, and respect, and even just feeling comfortable that we belong.

LISTEN: Listen to the DCA event recording [What's in my invisible backpack? D&I through a 'privilege' lens](#) to learn about how privilege relates to D&I.

Inclusive language

Inclusive language enables a diversity of people (e.g. different ages, cultures, genders) to feel valued and respected and able to contribute their talents to drive organisational performance.

DCA has a range of tools to help you understand and practice inclusive language at work.

READ MORE: Check out DCA's [Words at Work](#) guides.

WATCH: This [video](#) explaining why words at work matter.

