**Cultural and Racial Diversity Policy**

# Commitment to Te Tiriti o Waitangi

## [Insert Company Name] recognises Te Tiriti o Waitangi as Aotearoa New Zealand’s founding document. [Insert Company Name] is committed to upholding the mana of Te Tiriti o Waitangi and the principles of Partnership, Protection and Participation.

# Values

## As [Insert Company Name] staff, we are expected to do our best to treat each other with respect and comply with our policies and rules.

## [Insert Company Name] seeks to create a culture that encourages understanding, appreciation and acceptance of all people in the workplace.

## [Insert Company Name] is committed to welcoming, celebrating and including people of all cultures, in line with the concept of manaakitanga (the process of showing respect and care for others).

# Purpose of this policy

## Aotearoa New Zealand is a country of people from many cultures, beliefs and backgrounds. We want to let people know we are a welcoming, accessible, safe place for all people. [Insert Company Name] is committed to including and celebrating diversity and people from all backgrounds.

## Everyone involved at [Insert Company Name] need to play their part to make our workplace a safe, welcoming space for everyone and to encourage participation by as many people as possible.

# Inclusion

## We know there are different ways of thinking, doing things, working and feeling connected that may differ from our own. It is ok to be different in the same place.

## We want to enable everybody to bring their whole self to [Insert Company Name] and engage positively.

## Everybody has the right to participate within an inclusive and safe space and to be treated with respect, care and a positive attitude.

## We believe inclusion is simple: no one is left out. That means more than saying everyone is welcome. It means taking action to include people in opportunities and that people feel they belong. This involves talking, listening and following the lead of people from different cultures and backgrounds about ways [Insert Company Name] can be made safe and suitable for them. There should be no set way about how we do things. We will be flexible, instead of expecting people to adapt to how we think things should be done.

# Diversity

## We believe there is strength in diversity. We welcome people of all races, cultural, ethnic, religious and socio-economic backgrounds. We encourage people from all cultures and backgrounds to be involved at [Insert Company Name].

# Change

## We will not always get it right. But we will try. With your help we can get it right.

## Our place can be everybody’s place with your help. We welcome your suggestions to change, improve your experience and make our place your place too.

## We have a process for change. We ask that you complete the **Change Form** and give it to [name a position] at [Insert Company Name].

## Please contact us in a way you feel comfortable and we can work through your request together.

## You are welcome to have a support person and/or translator present.

## We will respond to your change request within [insert days for example “7 working days”]. Our response will let you know what we are going to do and why.

# Discrimination

## Despite our best efforts, sometimes people are not inclusive, and do not respect the diversity of others.

## Discrimination is unacceptable and unlawful. [Insert Company Name] will not tolerate discrimination against those involved in its services. If you have been or are being discriminated against, our **Discrimination Policy** outlines the steps you should take.

**Cultural Diversity and Inclusion**

We have been working on increasing cultural diversity and being more inclusive.

For example, we have [list what is being done to increase diversity and inclusion at your organisation] [the following are only examples, not an exhaustive list and will need to reflect what your organisation is doing].

For example:

* Doors on the showers for greater sense of privacy and safety.
* Introduced female only and male only use periods through the day
* Ensuring unisex toilets are available
* Allowed greater flexibility of uniform wearing
* Key signage in English, Te reo Maori and […]

**[Insert Company Name]**

**Change Request Form**

| **Name** |  |
| --- | --- |
| **Contact details** | Phone:  Email:  Address: |
| **Date** |  |
| **Description of proposed change** |  |
| **How will this change help you?** |  |
| [Insert Company Name] **to complete** | |
| **Date received** |  |
| **Received by** |  |
| **Can this change be accommodated?** | ☐ Yes  ☐ No  If no, why not? |

Provide this Change Request form to the [e.g. Chief Executive]