



Candidate Equity & Diversity

Whipper Recruitment Handbook

Introduction

Equity and diversity means a fair go for all. Whipper Recruitment's Candidate Equity and Diversity Policy reflects our goal as an Equal Opportunity Employer of contributing to the creation of workplaces which reflect our community and showcasing the unique talents, skills, experiences and perspectives of each of our candidates. This policy handbook helps us to uphold our principles of merit and equity.

We are proud to contribute to increasing the diversity of the Australian workforce.

Whipper Recruitment is dedicated to matching candidates with job opportunities. Supporting equity and diversity means supporting opportunities for all candidates to find suitable employment. As an inclusive recruiter and employer, we recognise individual differences, embrace individual strengths and look for opportunities for everyone to achieve their full potential.

We welcome and support applications from candidates including

- [Aboriginal and Torres Strait Islander Australians](#)
- [People with disability](#)
- [Women](#)
- **People from diverse cultural and linguistic backgrounds**
- **Mature age workers**
- **LGBTIQ Australians**

This Handbook outlines Whipper Recruitment's diversity principles, which underpin all our interactions with job candidates. It also details specific approaches and objectives to supporting employment for the first three of these specific diversity groups.

[\[skip to main content\]](#)



Contents

Introduction	1
Supporting Diversity Principles	2
Aboriginal and Torres Strait Islander Candidates	3
People with Disabilities	3
Reasonable Adjustments & Modifications	4
Post-placement support	5
Gender Equality	5
Conclusion	6
How to contact us.....	6

Supporting Diversity Principles

Our supporting principles are applied to each and every candidate application process. These principles underpin our ethical recruitment philosophy.

1. All candidates are treated fairly and with respect.

We treat everyone fairly and equitably and we acknowledge each person can have a wealth of knowledge, skills and ideas to share.

2. Our recruitment processes upholds the principles of merit and equity.

We match candidate abilities with role requirements; we will not be deterred by potential barriers, discrimination or challenges. This includes:

- a. Basing recruitment decisions on issues of merit
- b. Giving all candidates equal opportunity to be seek, apply for, commence, and remain in a job
- c. Assessing applications against clearly defined criteria
- d. Keeping good and accurate records of demonstrated capacity
- e. Ensuring all applicants and employees are able to seek redress against unfair or unreasonable treatment.

3. Our staff are accountable for their actions.

Whipper Recruitment Management ensure that all our staff understand the role they play in workplace diversity and inclusion. We will take any claims of discriminatory or unfair treatment seriously.



Aboriginal and Torres Strait Islander Candidates

Whipper Recruitment recognises that Aboriginal and Torres Strait Islander Australians bring a wealth of experiences, perspectives and value into the workplace. We also recognise that Aboriginal Australians remain one of the most economically, socially, and culturally disadvantaged groups within our society—and they remain underrepresented in mainstream employment.

Our commitment:

- Whipper Recruitment acknowledges Aboriginal and Torres Strait Islander peoples as the first people of this land.
- We will lead by example, recruiting and supporting Aboriginal and Torres Strait Islander people where we can.
- Whipper Recruitment will consider opportunities for Aboriginal and Torres Strait Islander Australians at all employment levels.
- We will use culturally appropriate recruitment processes, position descriptions, and selection procedures. We will adapt our processes and procedures when it is appropriate.
- We will maintain positive, ongoing and consultative relationships with Aboriginal and Torres Strait Islander groups and representatives in our communities.

People with Disabilities

We encourage expressions of interest and applications from people with a disability.

Everyone has a right to seek employment regardless of whether they have a disability. Our approach to promoting people with a disability to employers and within our own organisation is centred on the needs, aspirations, skills and abilities of each individual candidate.

When our recruitment specialists are promoting a prospective employee with a disability to the employer, the promotion focuses on the person's ability to do the job and their value to the employer.

Our commitment:

- We will lead by example, recruiting and retaining staff regardless of disability.

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- We will follow inclusive practices when advertising, assessing and recruiting candidates.
 - Vacancy advertisements will be written in Plain English and use inclusive language.
 - Position descriptions will describe the job that needs to be done, not how it will be done.
 - All candidates will be advised that support is available for people with disability, and reasonable adjustments and modifications will be accommodated.
 - We will endeavour to make information available in accessible formats and offer alternative options when requested. This includes written, verbal and online information.
 - All Whipper Recruitment staff who are involved in assessments will be provided with information and training on understanding reasonable adjustments for assessment processes.
 - We will work with all our candidates to identify any challenges, needs or barriers to employment. We will be guided by the candidate but may also refer to the JobAccess website for information on particular disabilities and suitable strategies that can be used to accommodate them.
 - Whipper Recruitment will clearly communicate the process for reasonable adjustments to the candidate, and specify when they will know the outcomes of this process.

Reasonable Adjustments & Modifications

Please note that the type and degree of adjustments for selection processes are many, and depend on the needs of the individual person concerned.

Examples of reasonable adjustments for assessments include

- Providing or allowing for the support of an interpreter, assistive technology, or changes to be made to the assessment process itself.
- Allowing extra time for the applicant to complete the assessment process
- Providing extra information, or information in different formats.
- Providing access to a disabled parking space,
- Making an alternate interview or assessment venue available
- Providing assistance to access a venue.



For example, our office may be difficult to access for people with mobility issues, and has an entrance that may be difficult to find for people with visual impairments. Accordingly, we can offer candidates assistance by meeting them in an easier-to-find nearby location and accompanying them to the office, the opportunity to undertake assessments and interviews at an alternative venue, and/or arrange disabled parking as required.

Post-placement support

Candidates and employers who have used our services before know that we continue to support our candidates post-placement. This is reassuring to the employer and employee as they can trust we'll be there to offer advice and support when it's needed. Our face-to-face post-placement support is an opportunity for both the employer and employee to confidentially raise any initial issues they may be having. Once we know of any issues we can work on having them addressed, leading to better retention rates and improved employer and employee satisfaction.

Gender Equality

Women continue to be underrepresented in the workforce and to experience gender-based inequality at work. As a predominantly female organisation, we are passionate about empowering more women to achieve their career goals.

Whipper Recruitment contributes to addressing gender inequality in the workforce through our own employment practices, and by supporting women to achieve their career goals and be supported in their aspirations for work.

Progress towards gender equality is often limited by social expectations, subconscious bias, and a failure by people of influence to recognise that there is an issue; rather than conscious discrimination. Our Supporting Diversity Principles help us to redress subconscious bias by focusing on merit.

Our commitment:

- We will lead by example, recruiting and retaining capable women.
- We will be guided by the evidence on what works. Our recruitment specialists will make a *conscious* effort to address *subconscious* bias by actively seeking women with the right skills for the job. We know that when women make up a significant portion of shortlisted candidates, their chances of being recruited are greatly improved.

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- We will support and advocate for flexible work practices for both men and women.
 - We support paid parental leave programs for men and women.
 - We support flexible return-to-work strategies for women returning from maternity leave, extended periods of childcare, or caring for elderly, sick or disabled relatives.

Conclusion

Whipper Recruitment strives to be an inclusive recruiter and employer.

Candidates are welcome to ask about our approach to equity and diversity by contacting us directly at any time.

How to contact us

Tel. (02) 4962 1877

Email. contact@whipperexecutive.com.au

1/195 Union Street, The Junction NSW 2291.

