

Flexible Working Considerations for Employees from Diverse Backgrounds

Aboriginal and Torres Strait Islander peoples

Acknowledge and provide flexibility around:

- Cultural events and related requests for leave. Consider offering cultural leave so that Aboriginal and Torres Strait Islander employees can meet their cultural obligations without impacting their personal leave.
- The importance of the connection to Country. Offer flexibility to allow staff to participate in cultural activities or return to their country as required.
- The importance of family and community in Aboriginal and Torres Strait Islander cultures. Provide flexibility for staff to engage in family and community activities and obligations.

Women

Acknowledge and provide flexibility around:

- Personal and family needs. Women are often juggling multiple responsibilities, including caregiving, which means that flexible hours and flexible meeting schedules are important. Remote work options are also critical for some women managing both professional and personal commitments.
- Life transitions. Offer flexibility during transitions such as pregnancy, childbirth, and caring for ageing parents. Ensure flexible work arrangements don't impact career advancement opportunities for women.
- Childbirth. Establish generous parental leave policies, for men and women, that recognise the importance of work-life balance during significant life events.
- Breastfeeding. Implement policies that support breastfeeding mothers, such as flexible break times and dedicated spaces.

- Childcare. Consider offering childcare support or services or providing information about local resources.

Employees from multicultural backgrounds

Acknowledge and provide flexibility around:

- The need for clear communication. Ensure all communications – including written policies, emails, and training materials – related to flexible work arrangements are available in multiple languages, where necessary.
- Cultural obligations. Offer flexible work hours and remote work options to accommodate cultural practices relating to religion, family responsibilities, community engagement, etc.
- Cultural holidays and observances. Consider providing additional leave options or flexibility during these times to allow staff to take part without sacrificing personal or vacation leave.
- Religious practices. Ensure that flexibility accommodates religious practices, such as prayer breaks or flexible scheduling during religious holidays.
- Cultural and linguistic needs. Consider flexible training and development opportunities that align with these needs. Implement policies that promote equal opportunities for career advancement for all employees, regardless of cultural or linguistic background.

Neurodivergent employees

Acknowledge and provide flexibility around:

- Routines. Allow for flexible work hours to accommodate specific preferences or challenges relating to daily routines. Offer flexibility during transition periods (for example, changes in routine or workplace dynamics).
- Sensory stimuli. Offer remote work options to provide a more comfortable and controlled environment for neurodivergent employees. Allow for flexible break times to accommodate the needs of those who may need regular breaks to manage sensory overload or stress.

- Meeting structures and formats. This may include providing agendas in advance, enabling virtual participation, or incorporating breaks into long meetings.
- Tasks. Provide flexibility around how tasks are completed and is matched to the individual strengths and work preferences/needs of neurodivergent employees.

Veterans

Acknowledge and provide flexibility around:

- Health and wellbeing. Allow for flexible work schedules to accommodate any medical appointments, counselling sessions or other obligations.
- Mental health issues. Provide flexibility and accommodations around challenges including PTSD or other post-service challenges.
- Commuting, physical health or transitioning to civilian life. Provide options for remote work, as some veterans may face challenges in these areas.
- Military holidays. Provide additional time off or scheduling flexibility around significant military observances.
- Reservists. Offer flexibility in scheduling to fulfil their military duties.

Refugees and Migrants

Acknowledge and provide flexibility around:

- Challenges during the resettlement period. Offer flexibility and support during this time, considering potential appointments with resettlement agencies or government agencies.
- Appointments. Provide flexibility in work hours to accommodate potential language classes, cultural orientation, and medical appointments that refugee employees may need to attend.
- Work environment. Offer remote work options to provide a more adaptable and comfortable work environment.
- Family matters. Provide flexibility in work hours and leave for employees to attend to family matters, such as family reunification.