**Diversity and Inclusion Policy**

**Purpose**

Company Name (‘short name’) recognises the value of a diverse workforce. Diversity may result from a range of factors: origin, age, gender, race, cultural heritage, lifestyle, education, physical ability, appearance, language or other factors. Company short name recognises the value of differences between people and the positive contribution these differences make.

Company short name will manage diversity and find ways of utilising the differences that exist in order to improve its workplace and offering. Above all, [Company short name is committed to ensuring that all Workers are treated with respect and dignity.

**Scope**

This Policy applies to all Company short name employees, contractors, subcontractors, outworkers, trainees, work experience students and volunteers (‘Workers’).

**Policy**

**Equal Opportunity**

At Company short name, equal opportunity is a fundamental component of the value proposition. Company short name considers this to be about respect and by giving and getting a fair go. Equal opportunity does not assume that everyone is the same. Equal opportunity aims to remove the obstacles created when decisions about people are made according to stereotypes and unfair assumptions rather than actual merit and observed behaviour.

**Diversity**

Diversity is about inclusiveness. It means that differences brought to the organisation by people of divergent backgrounds, experiences and perspectives are valued and respected, such as:

|  |  |  |  |
| --- | --- | --- | --- |
| Gender  | Age  | Language  | Ethnicity  |
| Cultural Background  | Disability  | Sexual Orientation  | Religious Beliefs  |
| Family Responsibilities  | Educational Level  | Life Experience  | Work Experience  |
| Marital Status  | Socio-Economic Background  | Personality  |   |

**In Practice**

Company short name will endeavour to support all Workers in a fair and equitable way in employment, by showcasing the following practices and behaviours:

* Recruitment and selection practices which are open, competitive and based on merit.
* Career advancement and remuneration practices which are based on skills, experience and performance with no intended or unintended discrimination.
* Promptly and fairly dealing with grievance handling procedures that are accessible and resolve workplace complaints.
* Communication processes which Workers access to information and allow their views to be heard.
* Decision making which is fair and responsible.
* Valuing and respecting Workers for what they contribute and supporting them with opportunities to achieve their full potential.
* Ensuring that to the extent possible, the workforce reflects the diversity of the community Company short name serves.

**Responsibilities**

**Company short name’s Responsibility**

It is Company short name’s responsibility to ensure that:

* Managers and Workers are supported in the achievement of a diverse workplace.
* There are policies and processes in place to inform Workers on expectations regarding diversity in the workplace.
* Management are empowered to educate their teams on a regular basis about the existence of this policy, and their rights and responsibilities in relation to implementing this process.
* Any breach of this policy is dealt with in a fair and consistent manner.

**Managers Responsibilities**

At Company short name we expect our Managers to:

* Ensure their team understands the provisions outlined above in relation to what diversity is and how this can be maintained through an inclusive culture at Company short name.
* Develop and encourage a positive environment, where all employees are treated with respect and dignity.
* Be a living example of how diversity is valued and encouraged at Company short name
* Take responsibility for reporting breaching of this policy.
* Ensure any issues that could potentially threaten an inclusive culture are dealt with promptly and in a fair and consistent manner.

**Workers’ Responsibilities**

At Company short name, we expect you to:

Workers are required to:

* Make themselves familiar with the content of this policy.
* Adhere to the contents of this policy, being sure to be proactive and speak with their Manager if they have any questions on the contents of this document.
* Be accountable for their actions and words within the workplace.
* Behave in a responsible and professional manner.
* Recognise and respect the contribution that each of their peers makes at Company short name.
* Treat their colleagues equally and with respect.

**Relevant Reference Material**

The following documents may provide relevant supplementary information:

* Company short name’s Code of Conduct.
* Company short name’s Anti-Bullying, Discrimination and Harassment Policy.
* Company short name s’s Grievance Policy.
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**Contact**

Should any clarification be needed for the contents of this Policy, the reader should contact your Manager or the HR Team via phone (Company phone number) or email (Company email).

**Monitor and Review**

This Policy will be reviewed from two (2) years from date of adoption.

**Approval**

This policy was [DRAFTED/REVIEWED] on [DATE] and approved by [NAME], [POSITION TITLE], on [DATE].