

COMMITMENT TO INCLUSION AND DIVERSITY

CULTURE CHANGE

A Template Policy for Boards



This template Inclusion and Diversity Policy is an outcome the PWdWA On Board with Me Project. The template is designed for Boards approval, to demonstrate commitment to Inclusion and Diversity, and for defining measureable outcomes to achieve cultural change.

Inclusion and Diversity Policy

OBJECTIVES

We recognise that a talented and diverse workforce is essential to the success and sustainability of our business and can provide a competitive advantage. We strive to create a workplace culture where people feel included, respected and valued for their unique perspectives, attributes and experiences.

Inclusion centres on all who work in our organisation creating a climate of trust and belonging, where people feel comfortable to bring their whole self to work, and can participate in opportunities. This is evident where individual's and community uniqueness is welcomed and appreciated.

Our diversity encompasses differences in age, nationality, ethnicity, religious beliefs, sexual orientation, intersex status, gender identity or expression, abilities or disabilities, family background, including carer commitments, and education.

POLICY PRINCIPLES

We will achieve these objectives by:

Leadership

- Our commitment to inclusion and diversity is embedded in our organisation's Strategies and supported by our Values.
- Our Board establishing, and reviewing on an annual basis, measurable objectives for achieving improvement in the diversity mix across our organisation, from the Board, our executive and our workforce
- Our executive team leading cultural change across the business to deliver inclusion and diverse objectives

Culture

- Creating a workplace culture that is open and flexible to change, and empowers and recognises people who demonstrate a commitment to Inclusion and Diversity
- Supporting employee community groups and our organisations initiatives to drive inclusion and diversity, and measuring their effectiveness
- Ensuring our organisation and our brand is attractive to a diversity range of people

Recruitment

- Building and developing a Board, leadership team and workforce that reflects our customers and communities in which we serve
- Recruiting, developing and managing employees in line with individual competence and our commitment to inclusion and diversity
- Actively monitoring recruitment, promotions and turnover statistics

Engagement

- Fostering the involvement and engagement of all employees
- Engaging our diverse communities in accessible planning and design
- Raising awareness with our people to ensure we understand needs, barriers and potential biases to achieving inclusion
- Providing education and experiences to raise awareness and to drive inclusive behaviours

Working arrangements

- Embracing innovation and technology in workplace design, with supporting equipment and embedding flexible working
- Identifying and taking steps and adjustments to mitigate potential bias in our assets, systems, behaviours, policies, processes and information formats that hinder inclusion and diversity

Reporting

- Communicating openly and transparently to stakeholders in our performance against inclusion and diversity Measureable Objectives, including publishing our policies, targets, performance outcomes
- Ensuring that there are clear reporting processes and procedures in place to prevent and stop discrimination, bullying and harassment

MEASURABLE OBJECTIVES

The Board will annually:

- Set Identified Group representation targets in relation to the Measureable Objectives in this Policy
- Assess the Measureable Objectives and progress to achieving the representation targets set by the Board

The Chief Executive Officer (CEO) shall

- Drive progress towards representation targets set by the Board by delivering against the Measurable Objectives
- On an annual basis, propose targets that will aim to achieve the objectives of this Policy for Board approval. The CEO shall give consideration to reporting on the following targets:

- Determining Identified Groups priorities and strategies as part of our workforce planning, and assigning improvement targets, where appropriate
- Establishing goals for Identified Group representation at an organisation-wide and business unit level, and for executive, senior management and operational roles
- Implementing strategies and initiatives to address inclusion and diversity gaps, eg. gender pay gap, employment of people with a disability in senior roles, diversity representation across the business, inclusion measurements
- Ensuring that voluntary separation rates for employees in Identified Groups do not exceed their representation rates
- Aiming to ensure that the scores for employee engagement for Identified Groups are not less than the whole of organisation's engagement scores
- Implementing leadership programs that assist in the development of a diverse pool of skilled and experienced executives, and that prepare them for senior management and Board positions

MONITORING AND REPORTING

The CEO shall provide timely and transparent reporting against the Measurable Objectives. Reporting shall include:

- Initiatives undertaken by management in relation to Inclusion and diversity and to achieve the Measurable Objectives
- Progress in achieving Measurable Objectives

DEFINITIONS

TERM	DEFINITION
Diversity	Includes difference that relate to gender, age, ethnicity, race, cultural background, disability, religion, and sexual orientation or identification. In addition, Diversity also includes difference in background and life experience, and cognitive diversity, such as communication styles, interpersonal skills, education, functional expertise and problem solving skills
Identified Groups	Gender groups; Indigenous employees; Ethnically, racially, culturally and linguistically diverse employees; Employees with a disability; Gay, lesbian, bisexual, transgender and intersex employees; and any other Groups as approved by the Board
Inclusion	The practice of making sure that we foster the involvement and engagement of Diversity in all our practices relation to our customers, our communities and our people
Measurable Objectives	The measureable objective for achieving Inclusion and Diversity at all levels below Board level, as determined by the Board

POLICY AMENDMENT

This Policy cannot be amended without the approval of the Board

DATE

June 2019

POLICY REVIEW DATE

This policy shall be reviewed at least every three (3) years

Next Review Date: June 2022