# Inclusion and Diversity Policy

## 1. Purpose

We understand and accept that everyone's different, and unique attributes are encouraged and celebrated. The purpose of this policy is to articulate our commitment to creating a culture of inclusion where everyone is treated with respect and diversity is celebrated.

This policy should be read in conjunction with Workplace Behaviour & Respect Policy.

## 2. Application

This policy applies everyone who works at Greystanes Disability Services, including all employees and contractors (team members), as well as our Board.

This policy is not intended to be incorporated as a contractual document and does not create any enforceable legal entitlements on behalf of any employee or contractor. We may review or change this policy at any time. If any part of this policy is contrary to law or an industrial instrument, the law or industrial instrument will apply to the extent of the inconsistency.

## 3. What do inclusion and diversity mean?

**Inclusion** is about respecting and valuing the differences that exist within our workforce and making reasonable adjustments where required.

**Diversity** means difference in all forms, visible and non-visible. It covers all aspects of difference, such as gender, ethnicity, marital or family status, religion, culture, language, sexual orientation, gender identity, disability and age, as well as differences in background and life experience.

## 4. Responsibilities

Inclusion and diversity are everyone's responsibility.

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| **Team members** | Team members are expected to value and respect the differences in others and speak up about behaviour that isn't consistent with this policy. |

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| **Leaders** | Leaders are expected to model and encourage behaviours that are consistent with our values. Leaders should advocate for inclusion in everyday practice and use their best endeavours to balance the needs of team members and the business when applying this policy. |
| **Board** | Responsible for governance, setting diversity and inclusion key performance indicators (KPIs), monitoring progress, disclosures, and oversight of diversity and inclusion. |

## 5. Commitment

We're committed to fostering an inclusive culture that reflects a diverse workplace, where team members openly share their unique perspectives, challenge the status quo, and contribute their experience to achieve the best possible business outcome. To achieve this, our goals are to:

- attract, engage, and retain unique talent so we can achieve our strategic objectives;
- leverage individual strengths to harness greater innovation;
- treat all team members fairly and with respect, and foster an environment free of discrimination, harassment and bullying;
- lead the market in gender equality and advocate for inclusion and diversity; and
- ensure all people-related decisions are made free from bias.

## 6. Actions

We aim to promote inclusion and diversity through the following actions:

- attracting and retaining team members with a diverse mix of skills and experience;
- supporting flexible working arrangements where practicable, with targets in place to encourage take up;
- encouraging team members to participate in and celebrate days of significance to show support for other team members;
- reviewing processes and systems on an ongoing basis to identify any significant trends or biases and developing actions to mitigate these;
- ongoing enhancement of the inclusion strategy, which aims to promote all areas of diversity and establish measurable objectives and KPIs for initiatives and programs as they are developed; and
- demonstrating zero tolerance towards behaviour that is inconsistent with this policy.

## 7. Support

Team members are encouraged to speak up if they become aware of any behaviours inconsistent with this policy.

If you become aware of any behaviour that is inconsistent with this policy, you should notify your direct Manager immediately, and contact HR.

In addition, JS Holistic Counselling (Katoomba) our employee assistance program, is a professional, confidential, and free counselling service available for our team members.

For more details you can visit: https://jsholisticcounselling.com/

**Need more information?**

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| **Contact People** | HR Contact<br>Email: hr@greystanes.org.au |
| **Version Number** | 1.0 |
| **Review Details** | This policy is effective from 29th November 2024<br>This policy was last updated on 29th November 2024 |