

# Skillinvest

## Diversity and Inclusion Policy

<b>Version:</b>	2021-01
<b>Last Review:</b>	September 2021
<b>Next Review:</b>	September 2023
<b>Review Frequency:</b>	Bi-einnial
<b>Approval:</b>	Any updates or amendments to this policy must be approved by the Skillinvest Senior Leadership Group



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# SKILLINVEST LIMITED

## DIVERSITY AND INCLUSION

### Introduction:

Skillinvest values and promotes diversity, fairness and inclusiveness in the workplace and is committed to ensuring workplace diversity and inclusiveness through establishing proactive strategies, policies and procedures. Skillinvest aims to ensure that all employees, clients, business partners, volunteers and stakeholders are treated with respect, dignity and fairness. Skillinvest promotes inclusiveness and positive working relationships.

Skillinvest embraces the contributions of all cultural groups and recognises the contributions made by Indigenous Australians.

Skillinvest is committed to recognising the value of diversity and inclusiveness in the workplace and ensures that work practices promote equal opportunity and are non-discriminatory.

### Application

This policy applies to all workers, including full-time, part-time and casual employees, as well as temporary staff, contractors, volunteers and consultants employed or engaged by Skillinvest. The policy also applies to visitors and other personnel present on Skillinvest work premises or using its facilities with its employees, contractors or consultants

### Policy

All employees are expected to uphold Skillinvest's diversity and inclusion principles.

1. Skillinvest respects and values the diversity of all employees, clients, business partners, volunteers and stakeholders.
2. Aboriginal and Torres Strait Islanders are recognised as the nation's First Peoples and their cultures and contributions are acknowledged.
3. Skillinvest respects all genders, sexes and sexualities.
4. Skillinvest promotes an inclusive workplace where diversity and equal opportunity is valued.
5. All employees have the right to be treated with respect, equity and dignity.
6. All employees will be recognised and valued for their diversity and contributions.
7. Fair and equitable recruitment and selection is reflected by attracting and retaining employees from broad cultural and diverse backgrounds wherever possible.
8. Employees are encouraged to exercise their right to practice and express their own culture and ethnicity.
9. Diversity and inclusion principles will be applied to the entire employment cycle being recruitment, retention, training and development, promotion, succession planning and staff performance.
10. Skillinvest is committed to addressing gender imbalances and promotes flexibility.
11. Skillinvest does not tolerate or condone discrimination, victimisation or vilification and provides avenues for resolution of these matters.

All Skillinvest employees have the responsibility to:

1. Be fair and equitable.
2. Promote inclusiveness and positive working relationships.
3. Not discriminate, victimise or vilify others.
4. Foster a culture of equity, gender equality and equal employment opportunity.

In addition, Managers are responsible for exercising their leadership and authority to ensure diversity and inclusion throughout Skillinvest.

### Policy Breach

Any breach of this policy may result in disciplinary action, up to and including termination of employment.

## **Related Policies**

This policy should be read in conjunction with the following policies:

- Equal Employment Opportunity
- Duty of Care and Code of Conduct
- Recruitment
- Skillinvest Reconciliation Plan
- Employee Grievances and Complaints