

# SKILLINVEST

## DIVERSITY AND INCLUSION POLICY

### VERSION

2026-01

### LAST REVIEW

April 2026

### NEXT REVIEW

April 2028

### REVIEW FREQUENCY

Biennial

### APPROVAL

Any updates or amendments to this policy must be approved by the Skillinvest Board of Directors

# SKILLINVEST LIMITED

## DIVERSITY AND INCLUSION POLICY

### INTRODUCTION

Skillinvest values and promotes diversity, fairness and inclusiveness in the workplace and is committed to ensuring workplace diversity and inclusiveness through establishing strategies, policies and procedures that enable a diverse and inclusive workplace. Skillinvest aims to ensure that all Board members, employees, clients, business partners, volunteers and stakeholders are treated with respect, dignity and fairness.

Skillinvest is committed to supporting and encouraging a diverse workforce and embraces the contributions of all cultural groups and recognises the contributions made by Aboriginal and Torres Strait Islander Peoples. We are an equal opportunity employer and ensure that work practices promote equal opportunity throughout all areas of our business.

Skillinvest is committed to eliminating unlawful discrimination, workplace bullying, sexual harassment and victimisation through modelling inclusive leadership, and promoting an inclusive and respectful workplace culture where people feel safe and valued.

### APPLICATION

This policy applies to the Board, 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 Board members and 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 Board members and employees are expected to uphold a safe, respectful and inclusive environment at all times. Vilification of any kind, including antisemitic conduct or expression will not be tolerated.
6. All Board members and employees have the right to be treated with respect, equity and dignity.
7. All Board members and employees will be recognised and valued for their diversity and contributions.
8. Fair and equitable recruitment and selection is reflected by attracting and retaining employees from broad cultural and diverse backgrounds wherever possible.
9. Board members and employees are encouraged to exercise their right to practice and express their own culture and ethnicity.
10. Diversity and inclusion principles will be applied to the entire employment cycle being recruitment, retention, training and development, promotion, succession planning and staff performance.
11. Skillinvest is committed to addressing gender imbalances and promotes flexibility.

12. Skillinvest does not tolerate or condone discrimination, victimisation or vilification and provides avenues for resolution of these matters.

Board members and Skillinvest employees have the responsibility to:

1. Uphold Skillinvest's Culture Commitment and Values.
2. Model fair and equitable behaviour.
3. Promote inclusiveness and positive working relationships.
4. Not discriminate, victimise or vilify others.
5. Foster a culture of equity, gender equality and equal employment opportunity.

In addition, Leaders are responsible for:

1. Exercising their leadership and authority to ensure diversity and inclusion throughout Skillinvest.
2. Communicating the importance of diversity and inclusion in the workplace and promoting appropriate standards of conduct at all times.
3. Applying ethical decision making related to employment and diversity.

### **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 (Staff)
- Recruitment (On Hired Workers)
- Skillinvest Reconciliation Action Plan
- Employee Grievances and Complaints
- Director's Code of Conduct (Board policy)