

STANDARD

GROUP DIVERSITY AND INCLUSION

JAA HR ST 0001

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AUTHORISATION

Approved by

Name	Job Title	Signature	Date
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INTERNAL

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DOCUMENT HISTORY

Revision	Date	Author	Description of Changes
1.0	14/05/2021	Rebecca McBurnie	Development of Group Diversity Standard. This document supersedes the JEM HR PR 0026 & G-HR-PO-50891 Diversity Policies. New doc number issued and SGSPAA scoped.

OWNING FUNCTIONAL GROUP & DEPARTMENT / TEAM

People, Safety, Legal & Corporate Affairs : Human Resources

REVIEW DETAILS

Review Period: Review Date + 2 years

Next Review Due: May 2023

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1 INTRODUCTION

Together we respect and value the diversity of our people, customers, clients, stakeholders and communities. We are committed to finding ways to actively support and encourage a diverse workforce and inclusive workplace.

We're passionate about creating a workplace that's inclusive and supportive; a place where everyone can truly be themselves. We know that diversity fosters innovation, better customer connections, and helps individuals and teams to thrive.

We see difference as an opportunity to drive innovation and realise our strategic priorities and we believe that diversity and inclusion needs to be woven into the ways things are done. We understand that diversity of thought, backgrounds and experiences strengthens relationships and delivers meaningful benefits to our people, clients and customers. It also makes the Group a great and interesting place to work.

1.1 PURPOSE

The purpose of this standard is to outline the Group's approach to Diversity & Inclusion.

1.2 SCOPE

This standard describes the behavioural expectation for, and in support of, all employees, job candidates, contractors, customers, clients, suppliers and visitors.

1.3 RESPONSIBILITIES

The Group recognises the value that a diverse workforce and inclusive workplace can have in shaping a great place to work.

Every individual must be given the opportunities to succeed in their role irrespective of race, ethnicity, age, gender, work status, relationship status, sexual orientation, culture, religion, family status, disability or social background.

The Group's commitment to Diversity and Inclusion means that we:

- seek to attract and retain a diverse workforce that reflects and respects the diversity of our stakeholders, including the communities in which we operate, and contributes to a positive experience
- create a culture where our diverse workforce feels included, can realise their potential and are able to contribute fully
- seek to enhance our gender pay analysis and work towards gender pay equity
- facilitate equal opportunity in all employment related decision making, removing irrelevant factors
- provide an environment where people feel safe to speak up when others are excluded or something is not right.
- offer flexible working practices that meet the diverse needs of our workforce and business requirements
- meet all legislative and reporting requirements
- do not tolerate non inclusive behaviours such as illegal discrimination, harassment, sexual harassment, bullying, victimisation, vilification.

Process Owner

The process owner of the Group Diversity Standard is the GM Safety & People, who is accountable for this process.

Process Lead

The person who manages the day to day implementation and improvement of this process, along with the supporting documents and business rules, is the Group Employee Experience Manager. If you have any questions on this process, please contact HR Services.

Team Members

All team members are responsible for carrying out their roles in compliance with this standard and role modelling diversity and inclusion ways of working on a daily basis.

2 PROCEDURE / PROCESS / DOCUMENT DETAILS

2.1 COMPLIANCE WITH LAWS (DIRECT AND INDIRECT DISCRIMINATION)

The Group will maintain procedures and implement practices which ensure compliance with State and Commonwealth laws which prohibit discrimination on the basis of protected attributes. Through the maintenance and implementation of these practices and procedures, the company will ensure among other things, that direct and indirect discrimination is prohibited.

For this purpose, direct discrimination occurs if a person treats, or proposes to treat, a person with a protected attribute unfavourably because of that attribute) whereas indirect discrimination occurs if a person imposes, or proposes to impose, a requirement, condition or practice in employment which may appear neutral on the surface but which results in a person or group of people who have one or more attributes (described above) being disadvantaged and the requirement, condition or practice is unreasonable.

2.2 ELIMINATING NON INCLUSIVE BEHAVIOURS & FOSTERING INCLUSIVE BEHAVIOURS

The Group values diversity and inclusion, and we are an organisation that lives our values. As such we are committed to eliminating non-inclusive behaviours, and ensuring we provide a workplace free from unlawful discrimination.

The Code of Conduct, Harassment and Bullying Standard, and Flexible Work (How we Work) Standard should also be referred to in conjunction with this Diversity & Inclusion Standard.

We are committed to engaging and strengthening our leaders to champion inclusive practices and embedding them into our people systems, policies and processes.

We will nurture innovation by leveraging the experience and ideas of our people, embracing different viewpoints and providing frameworks to encourage these behaviours.

We will act with integrity and role model the behaviours aligned to our Group values and Code of Conduct.

We recognise that we all play a role in fostering a diverse and inclusive workplace and take personal accountability for our behaviours and actions.

We are committed to complying with all legislative reporting requirements. This includes submission of information to the Workplace Gender Equality Agency as well as participating in other industry and government initiatives to advance diversity and inclusion.

2.3 DISPUTE RESOLUTION

Where an individual wishes to raise a complaint regarding a practice that breaches this standard, they are encouraged in the first instance to reach out to their People Leader or Company contact directly. If after a discussion with this person, the issue is still unresolved please reach out to a HR Business Partner for support. Should a reasonable outcome not be reached after discussions with the People Leader and HRBP, then, the [Group's Dispute Resolution Process](#) should be followed.

In addition, the Employee Assistance Program (EAP), known as [Thrive](#) is available to provide support to anyone impacted by discrimination, harassment or bullying.

3 REFERENCES

3.1 INTERNAL

[Group Code of Conduct](#)

[Diversity and Inclusion Intranet Page](#)

[Issue Resolution](#)

[Bullying and Harassment](#)

[Domestic and Family Violence](#)

[How We Work Flexible Working](#)

[Group Approach to Remote Working](#)

[Thrive](#) (Employee Assistance Program)