

Instant HR Policies & Procedures



Diversity and Inclusion

Abcd is committed to creating a diverse and inclusive workplace where every employee is treated fairly, feels valued and respected, and can contribute to our business success and realise their full potential.

Diversity refers to the characteristics that make individuals different from each other.

It includes age, gender or gender identity, caring responsibilities, religious beliefs, cultural background, nationality, ethnicity, disabilities, sexual orientation and socio-economic background.

Inclusion refers to where current, future and potential employees feel they are:

- welcomed, safe and respected for who they are and can be themselves;
- connected to their colleagues and feel they belong;
- valued and able to contribute their perspectives and talents to our workplace;
- free from discrimination, harassment, bullying and other unlawful behaviour, and
- progressing in their career at work (i.e. have equitable access to opportunities and resources).

We recognise the benefits that diversity and inclusion bring to our business, our employees, clients, and stakeholders. Research shows that diversity promotes:

- stronger and more profitable business performance,
- increased productivity from employees,
- more creative and innovative thinking and decision making amongst our team,
- greater teamwork, flexibility and collaboration,
- improved employee physical and mental health and wellbeing, and
- lower risk of discrimination and harassment in the workplace.

Our Diversity and Inclusion Strategies

We will take the following actions to build and enhance diversity and inclusion:

- Ensure applications are welcomed and encouraged by people from all backgrounds.
- Ensure our selection, and job allocation processes are open, fair, equitable and guard against conscious or unconscious biases that may discriminate against potential candidates.
- Ensure our roles, duties, performance expectations, and evaluation processes are clear, unambiguous and applied fairly and consistently.
- Build and maintain a safe and inclusive work environment by acting against unacceptable workplace behaviour including discrimination, harassment, bullying, victimisation and vilification.
- Provide equitable opportunities for our employees to develop their skills and experience and make the best use of our employees' diverse talents.
- Provide all employees with diversity and inclusion awareness resources and training.
- Provide reasonable adjustments for employees or potential employees with disabilities to participate in our workplace equitably.
- Regularly review all pay and remuneration to identify gender or other pay equity gaps and establish action plans to address any differences.
- Enhance the skills of our managers and leaders to drive and exemplify diverse and inclusive work practices.
- Ensure our succession and talent management processes provide the necessary learning and development opportunities to develop a diverse pool of skilled and experienced employees for consideration of advancement to more senior roles.
- Support flexible and family-friendly work practices to meet the differing needs of our employees.
- Develop a code of conduct for employees to follow.
- Comply with anti-discrimination, bullying, harassment and equal employment opportunity legislation.
- Introduce a complaint handling system and inform all employees on making a complaint, the support systems available, options for resolving grievances and the appeals process.

- Regularly review the diversity and inclusion policy, complaint handling system and training.

Responsibilities of Employees

We require all employees to behave responsibly by complying with this policy, not tolerate unacceptable behaviour, maintain privacy and confidentiality during investigations, and immediately report suspected violations to your Manager.

If you believe you have seen behaviour towards another employee, which you consider amounts to a violation of our diversity and inclusion policy, you are encouraged to discuss it with your Manager.

Responsibilities of Managers

Managers must ensure that employees are not exposed to violations of our diversity and inclusion policy.

Managers are required to understand their role in promoting diversity and inclusion, personally demonstrate appropriate behaviour, promote the diversity and inclusion policy, treat complaints seriously and ensure where a person lodges or is witness to a complaint, that this person is not victimised.

Consequences of Breach of Policy

Discrimination, workplace harassment, sexual harassment, victimisation or vilification will not be tolerated under any circumstances.

Disciplinary action will be taken against a person who breaches our diversity and inclusion policy, or who victimises a person who has made or is a witness to a complaint. Complaints found to be malicious, frivolous or vexatious may make the complainant liable for disciplinary action.

Discipline may involve a warning, counselling or dismissal, depending on the circumstances.