

| | | | |
|-------------------|----------------------|-----------------------|------------|
| Title | Equity and Diversity | Version | 1 |
| Policy No. | P2014/02 | Effective date | 16/06/2014 |

1. OVERVIEW

FCNSW values the contributions to the work environment made from people from a range of backgrounds with diverse experiences. FCNSW is committed to an inclusive workplace culture where diversity is accepted and respected.

2. BACKGROUND

This policy sets out the framework for diversity related initiatives within FCNSW. This policy is consistent with and supports the values in the Code of Conduct.

3. SCOPE

This policy applies to all FCNSW employees and contractors.

4. POLICY

4.1 FCNSW commitment to diversity

FCNSW commitment to diversity extends to all areas of the business. FCNSW aims to facilitate an inclusive and collaborative workplace culture by:

- Promoting awareness of the value of workplace diversity in FCNSW.
- Attracting, developing and maintaining a highly skilled and diverse workforce that supports continuous performance improvement and the achievement of FCNSW goals.
- Having an environment that encourages the development of skills and experience for diversity in management and leadership based roles.
- Providing equal employment opportunities with appointment based on capability, performance and potential.
- Helping to maintain a safe work environment free from unlawful harassment, bullying and victimisation.
- Fostering flexible working practices through the provision of flexible working arrangements (i.e. Flex Leave for office based staff and RDO's for field based staff).
- Providing leave that supports staff during different life stages (e.g. parental leave, purchasing additional paid leave).

4.2 Objectives

Each year the Board of Directors and HR Sub-Committee will establish measureable objectives for achieving aspects of diversity they nominate within FCNSW (gender, indigenous, cultural, disability etc). The HR Sub-Committee will monitor implementation of

| | | |
|---|------------------------|-------------------------|
| Policy Title: FCNSW Board Policy – Equity and Diversity | Version No. 1 | Page 1 |
| Document ID (TRIM No.): D00163279 | Issue Date: 16/06/2014 | Review Date: 16/06/2016 |

FCNSW diversity programs and initiatives to support FCNSW diversity objectives on a quarterly basis. The CEO will report annually to the Board on progress towards diversity targets and objectives.

4.3 Key Metrics

FCNSW provides data for the NSW Workplace Profile Report. The Workforce Profile includes demographic information, such as age, gender, EEO (Equal Employment Opportunity) group membership and work location as well as employment information such as hours worked, leave patterns and remuneration. The data provides trends on the composition of FCNSW workforce.

4.4 Responsibilities/Accountabilities

The Board

- Establishing diversity related objectives and monitoring their progress.

CEO/SMT

- Role modelling expected behaviours and practices.
- Addressing and resolving any escalated issues that are raised.
- Measuring progress on diversity related objectives and initiatives and reporting to the People Committee.

Managers/Supervisors are accountable for:

- Ensuring their direct report employees understand their obligations under this policy.
- Providing a fair and equitable workplace for all employees.
- Monitoring compliance with EEO, bullying, harassment principles and organisational policies.

Employees are accountable for:

- Not engaging in unlawful behaviour or practices.
- Encouraging other work colleagues to comply with the principles outlined in this policy.
- Identifying and reporting discriminatory or harassing practices or behaviours immediately to management.

5. BREACHES OF THIS POLICY

If this policy including its principles and its spirit is not adhered to, it may result in disciplinary action, including a warning, transfer, counselling, demotion or termination, depending on the circumstances.

6. RELATED LEGISLATION

- Government Sector Employment Act 2013
- Work Health and Safety Act 2011 (NSW)
- Fair Work Act 2009 (Cth)
- Anti-Discrimination Act (NSW) 1977

7. RELATED POLICIES

- Code Of Conduct – BP2014/01

8. RELATED DELEGATIONS

- Not applicable

9. RELATED DOCUMENTS

- Not applicable

| | | |
|---|------------------------|-------------------------|
| Policy Title: FCNSW Board Policy – Equity and Diversity | Version No. 1 | Page 2 |
| Document ID (TRIM No.): D00163279 | Issue Date: 16/06/2014 | Review Date: 16/06/2016 |

10. REVISION HISTORY

| Version | Policy Number | Date |
|---------|---------------|------------|
| 1 | P2014/01 | 16/06/2014 |

11. DATE OF NEXT REVIEW

June 2015

12. CONTACT OFFICER

HR Manager

Executive Endorsement



Chief Executive Officer

Glossary of terms and definitions

Diversity

Diversity is about recognising and valuing the unique contribution from people because of their individual background and different skills, experiences and perspectives. People differ on the basis of their race, gender, education, religion, physicality, age, family responsibilities.

Direct Discrimination

Direct discrimination is a situation where a person is treated less favourably than another person would be because they belong to a particular group or category. For example, if an employer refuses to employ someone just because they are from a particular ethnic background that would be direct race discrimination.

Indirect Discrimination

Indirect discrimination may include practices, actions or policies which seem neutral on the surface and where it appears that everyone is treated equally but which in effect have a discriminatory effect on a person or particular group of people. For example, holding a meeting outside of work hours for employees with family responsibilities.

Harassment

Harassment is any behaviour that is not welcome, not returned, uninvited, intimidates, humiliates, ridicules, embarrasses or offends another employee. Harassment can be either a series of events or just one act. The unreasonable behaviour does not need to be repeated or continuous to constitute harassment.

Sexual Harassment

Sexual harassment is any form of unwelcome sexual attention (obvious or indirect, verbal or physical). This may be intentional or unintentional behaviour that creates a sexually hostile or intimidating environment.

Bullying

Bullying is repeated, unreasonable behaviour directed towards an employee or a group of employees, that creates a risk to health and safety

Victimisation

Victimisation occurs where an employee is treated less favourably for making a complaint or providing information as a witness.

EEO

Equal employment opportunity (EEO) is designed to facilitate the creation of a workplace culture that maximises company performance through employment related decisions being made that based on real business need without regard for non relevant criteria or distinction.

Vicarious liability

This is a legal term used to describe that an employer may be held legally responsible for discrimination and harassment which occurs in the workplace or in connection with a person's employment unless it can be shown that they have taken all reasonable steps to deduce this liability.

| | | |
|---|------------------------|-------------------------|
| Policy Title: FCNSW Board Policy – Equity and Diversity | Version No. 1 | Page 4 |
| Document ID (TRIM No.): D00163279 | Issue Date: 16/06/2014 | Review Date: 16/06/2016 |