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# Diversity and Inclusion Policy

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## 1. Purpose

The Governance Institute of Australia (Governance Institute) is committed to ensuring we actively support and encourage a diverse workforce and inclusive workplace now and into the future. Governance Institute is committed to embracing differences, encouraging all perspectives, and uniting individuals and teams and encourages its community of employees, members, customers, and partners to embrace their identities and cultures so that together, an inclusive and enriching environment that values diversity is created.

This policy describes Governance Institute’s approach to diversity and inclusion and how these attributes are promoted and embedded in the workplace.

## 2. Scope

This policy applies to:

- permanent, fixed term, temporary and casual employees;

Definitions

Word	Description / Definition for the purposes of this Policy
Diversity	The visible and invisible differences that exist between individuals in relation to race, ethnicity or cultural background, gender, sexual orientation, education, disability, age, religious beliefs, socio-economic background, and family responsibility. Managing diversity includes recognising and valuing the unique contribution people can make.
Inclusion	Actively valuing a person or group’s diversity and making them part of Governance Institute’s success, by providing opportunities for their full participation at every opportunity regardless of differences such as age, gender, physical or mental ability, culture, or family responsibilities etc.

## 3. Principles

At Governance Institute we:

- Recognise that our employees come together with their own frame of reference and perspectives shaped by their unique experiences.
- Will not tolerate any form of unlawful discrimination or harassment, bullying and victimisation of persons in the workplace.
- Aim to attract and retain a workforce whose composition reflects a diversity of backgrounds, knowledge, experience, and perspectives.
- Aim to make fair and merit-based decisions in relation to recruitment, evaluation of performance, access to development opportunities, identification of talent, succession planning and career progression.
- Monitor and manage our systems, processes, and practices to strengthen equal opportunity for our people.

### 3.1. Governance Institute’s Commitment to Diversity & Inclusion

Governance Institute is committed to a diverse and inclusive corporate culture. We embrace diversity because it is the right thing to do for our people and it is beneficial to the society we serve. Diversity is at the core of our ability to serve our customers and members, and it strengthens our reputation as the provider of choice.

Individual differences create a dynamic workplace and support us in delivering the best solutions for our customers. We harness the energy, creativity, innovation, talent, and insights of our diverse

workforce. As with all Governance Institute business practices, we want to ensure our diversity and inclusion initiatives are transparent. Awareness and engagement benefits everyone – our customers, current and prospective employees, and the broader community.

### **3.2. Responsibilities in Creating a Diverse and Inclusive Workforce**

Creating an inclusive and diverse work environment is a responsibility shared by all employees. Each employee has a role in ensuring that workplace diversity is not only recognised and respected but embraced. The collective individual efforts of all employees have a significant impact on the achievement of an inclusive workplace culture at Governance Institute.

#### **3.2.1. Employees**

All employees are expected to:

- Comply with their obligations under this and related policies.
- Understand what it means to value diversity and the attributes of an inclusive workplace at Governance Institute
- Contribute to promoting an inclusive workplace by valuing and respecting the differences of others.
- Use courtesy and respect and take an inclusive approach in all interactions by listening to the views of others without prejudice.
- Recognise and respect the non-work-related responsibilities of others.
- Commit to addressing and eliminating all forms of bullying, harassment, and discrimination from the workplace.

#### **3.2.2. Managers**

In addition to the above, managers are expected to:

- Model inclusive behaviour in the workplace.
- Promote the value of a diverse workforce and inclusive workplace.
- Ensure decisions are consistent with the principles contained within this policy.
- Utilise workplace diversity by consulting with, seeking a range of views from, and encouraging all team members to contribute positively to team outcomes.
- Create a work environment which encourages open dialogue and values diverse perspectives.
- Actively identify and eliminate any barriers to equality of opportunity in employment.
- Consider needs of the employees and the business when applying this policy.
- Seek help and advice from the HR Business Partner as required to ensure this policy is applied appropriately.

### **3.3. Preventing Discrimination**

Governance Institute does not tolerate discrimination and expects all employees to support all aspects of diversity and inclusion. To achieve this, it is expected that all employees:

- Uphold and demonstrate Governance Institute's Code of Conduct and behave appropriately during business hours and whilst representing Governance Institute at work related events outside business hours;
- Understand and comply with Inclusion and Diversity policies and procedures;
- Understand how to appropriately access and use the Grievance Resolution Procedure;
- Be assertive to prevent and address inappropriate and non-inclusive behaviours including discrimination, harassment, bullying, victimisation, and vilification; and
- Willingly adapt their behaviours if required to ensure appropriate and inclusive workplace conduct.

#### 4. Related Documents

- Bullying, Harassment and Equal Employment Opportunity Policy
- Code of Conduct
- Grievance and Dispute Resolution Policy

#### 5. Relevant Legislation

- Fair Work Act 2009
- Age Discrimination Act 2004
- Australian Human Rights Commission Act 1986
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984.
- Australian Capital Territory – Discrimination Act 1991
- New South Wales – Anti-Discrimination Act 1977
- Northern Territory – Anti-Discrimination Act 1992
- Queensland – Anti-Discrimination Act 1991
- South Australia – Equal Opportunity Act 1984
- Tasmania – Anti-Discrimination Act 1998
- Victoria – Equal Opportunity Act 2010
- Western Australia – Equal Opportunity Act 1984
- Work Health and Safety Act 2011

#### 6. Further Information

Further information regarding this policy can be obtained by contacting the HR Business Partner.

#### 7. Version History

Version	Approved By	Approval Date	Review Date	Sections Modified	Owner	Implementation Officer	Author
1.0	EMT	10/11/2023	30/06/2025	New document	Chief Operations Officer	HR Business Partner	HR Business Partner