

DIVERSITY, INCLUSION AND ANTI-DISCRIMINATION

POLICY STATEMENT:

HR Staff n Stuff is a discrimination free workplace. HR Staff n Stuff complies with the Equal Opportunity Act 2010 and expects all of its employees to act in accordance with the Act. HR Staff n Stuff will not tolerate any type of discrimination in the workplace. In accordance with all federal, state and local laws, we will recruit, hire, remunerate, train and develop, evaluate, discipline, place, promote, roster and terminate employees equally and fairly. We will provide a workplace which is free from discrimination, harassment and sexual harassment.

It is the policy of HR Staff n Stuff that all employees are aware of what constitutes discrimination and what the 'protected attributes' under the law are.

HR Staff n' Stuff actively encourages diversity of all types: race, religion, age, gender, sexual orientation, physical attributes, disability and political persuasion, among others, and creates a safe, inclusive and accepting environment.

HR Staff n Stuff is establishing this policy because we recognise the need to be proactive about ensuring discrimination does not occur in the workplace, as well as ensuring that diversity, inclusion and tolerance are hallmarks of our culture. All employees of HR Staff n Stuff are expected to comply with this policy. Engaging in any type of discriminatory behaviour is not only a breach of HR Staff n Stuff policy but is also unlawful.

PROCEDURES:

- a. Under the Equal Opportunity Act 2010 it is against the law to discriminate against a person on the basis of the following protected attributes:
 - Age
 - Breastfeeding
 - Carer status
 - Disability
 - Employment Activity
 - Gender identity
 - Industrial action
 - Lawful sexual activity
 - Marital status
 - Parental status
 - Physical features
 - Political belief or activity
 - Pregnancy
 - Race (including colour, nationality, ethnicity and ethnic origin)

- Religious belief or activity
 - Sex
 - Sexual orientation
 - Personal association with someone who has, or is assumed to have, any of these personal characteristics
- b. Discrimination is unfavorable treatment of a person due to one or more of their personal characteristics. Discrimination may take the form of direct discrimination and/or indirect discrimination.
- **Direct discrimination** is when a person treats or proposes to treat a person with a protected personal characteristic unfavorably because of that personal characteristic.
 - **Indirect discrimination** is also against the law and refers to situations where treating everyone the same is unfair. This occurs where an unreasonable requirement, condition or practice that purports to treat everyone the same ends up actually disadvantaging someone with a personal characteristic protected by the law
- c. Sexual harassment is also against the law. Engaging in conversations or activities that make somebody feel uncomfortable or offended, especially with regards to sex, sexuality, and gender can be considered sexual harassment and also be discriminatory. HR Staff n Stuff does not permit any type of sexual harassment or discrimination in the workplace. All employees are encouraged to be mindful of conversations that may offend or upset someone based on any of the protected attributes, including telling inappropriate or discriminatory jokes.
- d. Functions that occur outside of the workplace, but as an extension of the workplace (even when not organised by HR Staff n Stuff, are covered by this policy as well as the HR Staff n Stuff Harassment, Bullying & Victimisation Policy. This includes employees attending drinks or dinner outside work times.
- e. If you feel that you have been the victim of discrimination you should advise the Director, in line with the HR Staff n Stuff Grievance procedure. If you are unable for any reason, to approach the Director, then you should speak with HR Staff n Stuff external HR support
- f. If HR Staff n Stuff fails to take appropriate action or rectify the situation, you can seek advice from the Victorian Equal Opportunity and Human Rights Commission on 1300 292 153 or email enquiries@veohrc.vic.gov.au
- g. HR Staff n Stuff requires all employees to contribute to an environment that is not only free from discrimination of any sort, but actively embraces and welcomes diversity in all its forms and actively seeks to be inclusive and promotes understanding and tolerance.

External HR support

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