



Safe Places
for Children

Diversity and Inclusion Policy

COR-ALL-GOV-POL-014
Rev 0 : 20/07/2020

At Safe Places it's all about the young people

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1. INTRODUCTION

1.1 Purpose

This is the Diversity and Inclusion Policy for Safe Places Community Services Limited (Safe Places). The purpose of this Policy is to set out Safe Places approach to a diverse and inclusive workplace and a framework and objectives to achieve diversity and inclusion goals.

Safe Places is committed to creating a diverse and inclusive workplace and will not tolerate harassment or discrimination based on diversity differences.

The Board has delegated the implementation of this Policy to the Chief of Staff.

1.2 Scope

This Policy applies to all Non-Executive Directors, Managing Director, Senior Executives, Management and employees, contractors, consultants and associates of Safe Places.

1.3 Definitions and Acronyms

| Term | Definition |
|-----------|---|
| Diversity | Diversity includes factors such as cultural background, age, gender, sexual orientation, race, ethnicity, language, marital status, disability status, religious affiliation, caring responsibilities, education, socio-economic background, life experience, location, qualifications, marital status, skill-sets and other areas of difference. |
| Inclusion | Inclusion is a working environment where people are respected and contributing to Safe Places success. Inclusion can be seen for individualised employees as a place they feel respected, can contribute openly and develop a career. |
| LGBT | Lesbian, gay, bisexual, and transgender (often used to encompass any sexual orientations or gender identities that do not correspond to heterosexual norms). |

1.4 Reference Documents

The following referenced documents are available on the Safe Places intranet in the Management System Library:

- Code of Conduct ([COR-ALL-GOV-POL-001](#));
- Safe Place Vision and Values ([COR-ALL-GOV-POL-002](#));
- Conflict of Interest Policy ([COR-ALL-GOV-POL-003](#)); and
- Anti-Discrimination, Bullying and Harassment Policy ([COR-ALL-GOV-POL-009](#)).

2. EXPECTATIONS

Safe Places recognises that the culture of its workplaces are a product of the behaviour and conduct of Safe Places people. It drives how employees treat each other, customers and stakeholders while conducting Safe Places business.

Safe Places sets clear expectations for leaders and employees regarding the actions, conduct and behaviour that support a diverse workforce and inclusive workplace. These expectations are described in this Policy, the *Code of Conduct*, *Safe Places Vision and Values* and other related documents such as the *Anti-Discrimination, Bullying and Harassment Policy* and *Conflict of Interest Policy*. These policies are explained and reinforced through general communication and targeted education and training programs.

Safe Places regularly consults with employees about key areas and issues relating to diversity and inclusion and uses this information to improve existing processes and develop new initiatives. Leaders and employees are encouraged to speak up if they see conduct or behaviour that is not consistent with this Policy or other related documents and will address breaches appropriately.

3. DIVERSITY AND INCLUSION STRATEGY

3.1 Diversity

Safe Places is dedicated to a diversity strategy designed to promote the recruitment of qualified, experienced and diverse Non-Executive Directors, Managing Director, Senior Executives, Management, employees and consultants to achieve its objectives on diversity.

To accomplish its diversity strategy, the Safe Places Board and Senior Executives will develop, implement and measure ongoing strategies to promote diversity across Safe Places, including:

- Promoting diversity in the workplace;
- Supporting equal opportunity in the recruitment, selection and promotion of employees from different backgrounds and gender; and
- Providing equality in recruitment, selection and promotion decisions.

3.2 Inclusion

An inclusive workplace, where all employees feel safe and confident to contribute their ideas and perspectives, facilitates more creative, innovative and effective solutions for achieving Safe Places business objectives.

An inclusive workplace:

- Values the diversity of its employees, customers and stakeholders;
- Upholds the right of every employee to be treated with respect and fairness whilst performing their work;
- Is fair and equitable; and
- Is free of discrimination, harassment, bullying and other unlawful behaviour.

Safe Places recognises that all people working in, or visiting Safe Places workplaces have the right to be treated with respect and fairness and enjoy an environment free of discrimination, harassment, bullying and other unlawful behaviour. This is a key feature of an inclusive workplace.

3.3 Promoting and Embedding a Diverse Workforce and Inclusive Workplace

| | |
|-------------------------|--|
| Gender Diversity | Safe Places is committed to providing opportunities that allow all genders to reach their full potential within the workplace. The Remuneration Committee will assess Safe Places achievement of its gender diversity objectives on an annual basis and report to the Board. |
|-------------------------|--|

| | |
|--------------------------------|--|
| Board Diversity | As part of Safe Places strategic plan, it will take into account the background, experience and skill-set of all potential appointments to ensure it has a diverse Board. |
| Cultural Diversity | Safe Places recognises cultural diversity amongst its employees is an asset to the business and aims to operate a workplace in which its employees are respected and treated fairly to reach their full potential. The Remuneration Committee will assess Safe Places achievement of its cultural diversity objectives on an annual basis and report to the Board. |
| Flexible Work Practices | Safe Places recognises that employees may have domestic responsibilities and, if possible, will develop flexible work practices to assist them in meeting such responsibilities. This will be subject to business requirements as an essential service provider. |
| Recruitment | Safe Places is developing a recruitment policy that focuses on attracting, recruiting, selecting and appointing talent from diverse backgrounds. Recruitment will be transparent and merit-based, considering applicants equitably at each stage of the process. |

4. DIVERSITY AND INCLUSION OBJECTIVES AND TARGETS

The Board, in consultation the Remuneration Committee, will establish measurable objectives for achieving diversity within Safe Places. The Board will assess the diversity levels, measurable objectives and strategy annually.

Measurable diversity metrics may include:

- Representation of genders and age for the Board, Senior Executives and Management;
- Representations of genders and age for employees;
- Remuneration comparisons between genders in the same role and level of position; and
- Access to flexible working arrangements (i.e. hours and locations of work, etc.).

Safe Places current diversity and inclusion measurable objectives are:

| Objective | Details | Timeframe |
|----------------------------------|---|-----------|
| Recruitment and Selection | Promote and ensure the recruitment of employees and Directors are selected from a diverse pool of suitably qualified candidates, including: | |
| | <ul style="list-style-type: none"> • At least 1 woman in interviewing panels and shortlisted candidates for all Senior Executive, Director and Management positions; | Ongoing |
| | <ul style="list-style-type: none"> • Capture information in the recruitment process in relation to cultural diversity; and | Ongoing |
| | <ul style="list-style-type: none"> • Maintain recruitment of employees from culturally diverse backgrounds, including Aboriginal and Torres Strait Islander peoples. | Ongoing |

| Objective | Details | Timeframe |
|----------------------------------|--|-----------|
| Flexible Work Practices | <ul style="list-style-type: none"> Provide flexible work practices and develop a culture of support for flexible work practices where possible and required; and | Ongoing |
| | <ul style="list-style-type: none"> Report to the Board on the percentage of employees utilising flexible work arrangements. | Ongoing |
| Gender Diversity | <ul style="list-style-type: none"> Maintain the number of women on the Board of at least 25%; | Ongoing |
| | <ul style="list-style-type: none"> Maintain the number of women in Senior Executive positions of at least 30%; | Ongoing |
| | <ul style="list-style-type: none"> Maintain the number of women in Management positions of at least 30%; and | Ongoing |
| | <ul style="list-style-type: none"> Report on engagement by gender across the business. | Ongoing |
| Cultural Diversity | <ul style="list-style-type: none"> Provide cultural awareness, discrimination and harassment awareness education and training to all employees (training every 2 years for all staff). | Ongoing |
| Disability | <ul style="list-style-type: none"> Provide support to employees with disabilities; and | Ongoing |
| | <ul style="list-style-type: none"> Provide mental health support to employees. | Ongoing |
| Gender Equal Pay Equality | <ul style="list-style-type: none"> Monitor Senior Executive and Management remuneration of the same roles and level of position to identify any gender inequity (review to take into account roles, tenure and qualifications); and | Ongoing |
| | <ul style="list-style-type: none"> Provide updates to the Remuneration Committee and make recommendations if appropriate. | Ongoing |
| LGBT | <ul style="list-style-type: none"> Promote awareness about acceptance and inclusion of LGBT community. | Ongoing |

5. REPORTING

Management and the Remuneration Committee will monitor, review and report (at least annually) to the Board on Safe Places progress with respect to this Policy, including its progress against all measurable objectives.

6. THE ROLE OF THE REMUNERATION COMMITTEE

The Remuneration Committee will be responsible for the following and report to the Board on such items and where appropriate make recommendations:

- Diversity and inclusion compliance requirements;
- Reasonable diversity and inclusion objectives;
- Status of policies for meeting the minimum standards under the *Workplace Gender Equality Act 2012*; and
- Other recommendations on diversity issues to the Board.

7. DOCUMENT REVISION CONTROL

Management, in consultation with the Remuneration Committee, will review this Policy at least annually and recommend changes to the Board for approval (if any).

| Revision | Date Approved | Description | Policy Owner | Approved By |
|----------|---------------|---|----------------|-------------|
| 0 | 20/07/2020 | The policy was approved by the Board on 20/07/20. This version has been reformatted however the intent and wording of the policy has not changed. | Chief of Staff | Board |