

INTOWORK DIVERSITY, EQUITY & INCLUSION POLICY

Policy Context

IntoWork and its Group of businesses is committed to providing a psychologically safe, respectful, and welcoming workplace for all people employed by, or engaged with, the Group and embraces the opportunities and benefits of diversity, equity and inclusion.

IntoWork embraces diversity of our workforce to ensure that all people are treated equitably and not subject to discrimination. We are committed to creating an environment where all individuals feel valued, respected, and empowered to contribute.

In this Policy, "IntoWork" refers to all companies within the IntoWork Group collectively, and all of their associated entities.

Policy Scope

This policy applies to people who are employed by, or engaged with, the Group, in any of the following capacities:

- as a paid employee (including internally hosted trainees and labour hire staff);
- as a volunteer (including work experience placements);
- as a director.

Policy Statement

The Diversity, Equity and Inclusion Policy underpins IntoWork's commitment to employing a diverse workforce who support and embrace inclusion, equality, cultural capability, disability confidence and reconciliation. IntoWork continues to support and promote a workplace in which everyone is treated fairly and with respect and dignity, reflecting the communities we serve.

It is the purpose of this Policy to detail commitments and behaviours that influence and enable inclusive workplaces.

IntoWork acknowledges that terminology, language, practices and behaviours associated with diversity and inclusion are constantly evolving and many are point in time, and subject to change as awareness, understanding and society progresses.

It is the policy of IntoWork that:

1. Persons employed or engaged:
 - a. Respect individual differences and treat all people with dignity and respect.
 - b. Actively contribute to their environment being one that values and engages the experiences and input of people with diverse backgrounds and perspectives.
 - c. Do not discriminate on grounds of gender, race, age, ethnicity, nationality, sexual orientation, intersex status, physical or mental disability, mental health condition, relationship status, religion, political opinion and industry/union affiliations, pregnancy, breastfeeding or family responsibilities, or other attributes protected at law.
 - d. Are aware of their responsibilities within relevant policies, and how they associate to the principles of diversity and inclusion.

- e. Model and demonstrate constructive practices, behaviours and language that promote inclusivity.
 - f. Participate in, or undertake, Group initiatives relating to increasing awareness and understanding of Diversity and Inclusion related matters that strive to continuously improve and strengthen our individual practices, behaviors and language.
2. Collectively, as a Group, we:
- a. Promote and encourage an inclusive, supportive and respectful culture by fostering an environment of mutual learning, respect and appreciation of individual differences.
 - b. Promote the importance, benefits and requirements of diversity, inclusion, equity and belongingness in the workplace, and communicate expected standards of conduct at all times.
 - c. Strive to attract and retain a workforce whose composition reflects diverse backgrounds, identities, knowledge, experiences and perspectives.
 - d. Strive for pay equity and continuously monitor to identify, eliminate and rectify gaps.
 - e. Continually monitor, manage and improve systems, processes and practices to advance accessibility and opportunity for everyone.
 - f. Encourage persons employed and engaged to seek out and develop own understanding and awareness, learn from the experiences and perspectives of others, to utilise fair and inclusive decision-making and to strive to continuously improve and strengthen our individual practices, behaviors and language.
 - g. Provide transparent reporting internally and externally in accordance with statutory and regulatory requirements. External reporting includes, but is not limited to, Workplace Gender Equality Act 2012 (Cth) and other diversity-related standards and anti-discrimination legislation in the locations where we operate.
 - h. Are committed to an Australia that is reconciled with First Nations People and formalise this commitment through Reconciliation Action Plans and procurement objectives.
 - i. Actively and appropriately leverage the diversity of our workforce to anticipate the needs of our customers, our stakeholders, our employees and the community.
 - j. Embrace our Shared Values of Collaboration, Courage, Innovation, Integrity and Respect and the importance that these values place on creating a workforce that is diverse in nature, embracing people for who they are, what they have experienced and the knowledge they bring.
 - k. Commit to supporting and providing opportunities to the LGBTIQ+ community, culturally and linguistically diverse people (CALD), disadvantaged youth, people with a disability and other minority sectors of the community

Definitions

IntoWork, including its persons employed and engaged, are responsible for understanding the following key definitions:

Diversity: includes characteristics such as age, ethnicity, gender, intellectual and/or physical ability, cultural background, sexual orientation, gender identity, or intersex status. Diversity also refers to less visible aspects, such as education, socioeconomic background, faith, marital status, family responsibilities, thinking styles, experience and work styles.

Equity: Equity refers to fair treatment for all people, so that the norms, practices, and policies in place ensure identity is not predictive of opportunities or workplace outcomes. Equity in the workplace is about ensuring all employees have access to the same opportunities, resources and treatment so that they can thrive.

Inclusion: the practice, policy, culture, values, and behaviours, within community, society and or a workplace, that make a person, who otherwise may be excluded or marginalized, with opportunities, resources and support to be able to participate actively, authentically and fully.

Equal Opportunity: means that every person can participate freely and equally in areas of public life such as in the workplace, in education, or in accessing goods and services without disadvantage or less favourable treatment due to their unique attributes.

Reasonable Adjustment: is any form of assistance or adjustment that is necessary, possible and reasonable to reduce or eliminate barriers at work.

Direct Discrimination: occurs when a person, or a group of people, is treated less favourably than another person or group as a result of their background, certain personal characteristics and/or beliefs.

Indirect Discrimination: occurs as a result of an unreasonable rule or policy that is the same for everyone but has an unfair effect on people who share a particular attribute.

Workplace: relates to both the physical environment and the culture of such environment

Supporting Legislation

State and Federal legislation in Australia relating to Diversity and Inclusion includes:

- Australian Human Rights Commission Act 1986
- Age Discrimination Act (Cth) 2004
- Sex Discrimination Act (Cth) 1984
- Racial Discrimination Act (Cth) 1975
- Racial Hatred Act (Cth) 1995
- Disability Discrimination Act (Cth) 1992
- Workplace Gender Equality Act (Cth) 2012
- Fair Work Act (Cth) 2009
- Work Health and Safety Act 2011 inclusive of State Based codes
- State based anti-discrimination laws

Legislation in New Zealand relating to Diversity and Inclusion includes:

- NZ Human Rights Act 1993
- NZ Employment Relations Act 2000
- NZ Harassment Act 1997

Supporting Policies

IntoWork's commitment to diversity and inclusion is supported by a range of policies and should be read in conjunction with the IntoWork:

- Code of Conduct
- Anti-Bullying and Harassment Policy
- Recruitment and Selection Policy

- Flexible Working Arrangements Policy
- Health and Safety Policy
- Procurement Policy.

Enforcement

Any user found to have violated this policy (or part thereof) may be subject to disciplinary action based on the IntoWork Performance and Disciplinary Management policy.

Document Approval

The policy has been approved by the Group CEO and is reviewed annually or sooner should a significant change occur to ensure its continuing suitability, adequacy, and effectiveness. Where possible the review will be conducted in consultation with the senior management of IntoWork Australia businesses.

By approval of this policy, all associated supporting policies automatically obtain management approval for implementation.



Poul Bottern
Group Chief Executive Officer

04 April 2025

Review and Approval

Rev.	Date	Description of Amendments	Amended By	Approved By
1.0	04/04/2025	Policy approved		Group CEO