



DIVERSITY & INCLUSION POLICY

NOVEMBER 2019

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INTRODUCTION

The RACT appreciates the value of a diverse workforce. We value the differences between people and the contribution these differences make to our business. We understand that to achieve our vision, which is to enhance life in Tasmania, leadership in diversity and inclusion plays an important role.

Our diversity and inclusion approach is aligned to our strategic business plan and our organisational values. Our strategic intent for diversity and inclusion is to continue creating a working environment where differences are valued and equal opportunities are provided for all. Embracing diversity and inclusion also supports the attraction, retention and development of a diverse team of skilled people who are increasingly engaged and supporting the delivery of our strategy.

The RACT Diversity and Inclusion Policy sets out our commitment and approach to creating a diverse and inclusive work environment. It details the strategies we will use to ensure we value and respect the diversity of our employees and the communities in which we operate. It also details what we will do to create a workplace that is fair, accessible, flexible and inclusive, and one in which unlawful discrimination, bullying, harassment or victimisation are not tolerated.

SCOPE

This policy applies to all employees of the RACT Group, including Club, Destinations, Insurance, Travel and AutoServe. This includes all directors, managers, full-time, part-time or casual, permanent or temporary employees, job candidates, student placements, apprentices, trainees, contractors, sub-contractors, consultants and volunteers.

PURPOSE

We are committed to ensuring that all employees are treated with fairness, care and respect.

Our objectives are to:

- Be an employer of choice for all of our people and to improve our ability to attract, develop and retain a high performing workforce;
 - Make diversity and inclusion a central part of how our organisation and employees work;
 - Support and empower our employees to be able to do their best and bring their whole selves to the workplace; and
 - Ensure that all employees have equal access to opportunities available at work and are equitably rewarded and recognised for their contributions.
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DEFINITIONS

Diversity in this policy refers to all the characteristics that make individuals different from each other. It includes characteristics such as age, caring responsibilities, cultural diversity, disability, gender, indigeneity, sexual orientation, gender identity and religion.

Inclusion refers to the way our organisational culture, values and behaviours make a person feel valued, included and welcome. It relates to a work environment where all people are treated fairly and respectfully, with equal access to opportunities and resources. It is empowering our people to contribute their experience, skills and perspectives for the benefit of organisational performance and business outcomes. An inclusive culture is one where everyone feels valued, respected, and is able to fully contribute.

Diversity and inclusion in RACT means respect for individual difference. It means valuing the unique personal qualities, backgrounds and attributes of our people.

POLICY PRINCIPLES

RACT is committed to developing a workplace culture that embraces workforce diversity and inclusion across all areas and throughout all levels of the organisation. This policy supports the commitment made by RACT to facilitate the use of diversity to foster innovation and improve operational capability and service delivery.

RACT recognises that every person has the right to an equitable and inclusive workplace, which is free of discrimination and is committed to:

- Emphasising the accountability of our leaders to foster an inclusive culture where individual difference is understood, respected and valued;

- Making diversity and inclusion a central part of how our organisation and employees develop and work;
 - Building a positive workplace free from all forms of discrimination or harassment;
 - Developing workplace policies and practices that are fair and equitable for all employees;
 - Increasing organisational understanding of the benefits of diversity and inclusion;
 - Ensuring that all employees have equal access to workplace opportunities and are equally rewarded and recognised for their contributions;
 - Ensuring the organisation recruits, develops and retains the best people to serve and meet future challenges; and
 - Working towards a workforce that is reflective of the diverse communities which we serve.
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COMMITMENT

We are committed to providing an inclusive workplace culture where all our staff are valued and recognised for their unique qualities, ideas and perspectives.

RACT's commitment to diversity and inclusion extends to all areas of our business. This includes:

- How we attract, recruit, retain, develop, manage and promote our people;
- The steps we take to identify, develop and manage our talent;
- The way we evaluate and reward performance;
- How we approach and plan for succession; and
- Our flexible work arrangements.

A range of policies, procedures and benefits support inclusion and diversity at RACT. These include our approach to flexible work arrangements and a range of leave options that support the changing work and lifestyle needs of employees throughout their working life.

SUPPORTING OUR PEOPLE

RACT is committed to raising awareness in all aspects of diversity and inclusion and to continuing to acknowledge and celebrate key diversity days and dates to promote and embrace inclusion.

The RACT will also provide you with appropriate training about diversity and inclusion relevant to your work environment.

Examples of training programs may include:

- Unconscious bias training (leaders)
 - Recruitment and selection techniques (leaders)
 - Respectful workplace training
 - Cultural awareness training
 - Managing employee mental health
 - Domestic and family violence response training (leaders)
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ROLES AND RESPONSIBILITIES

Role of executives and directors:

- Actively promote RACT's commitment to diversity and inclusion in the workplace;
- Demonstrate an active commitment to diversity in the workplace;
- Committing, modelling and sponsoring positive inclusive leadership traits;
- Ensuring available career pathways have equal access, enabling all employees to fulfil their professional potential in their work environment;
- Supporting and empowering all employees to do their best and bring their whole selves to work; and
- Driving organisational cultural change to make workplace participation equitable and inclusive for everyone.

Role of managers:

- Ensure awareness and understanding of diversity and inclusion by all team members;
- Be a good role model by complying with RACT policies and procedures;
- RACT will provide employees with equal opportunity to apply for available jobs, flexible working arrangements and equal access to relevant training and development opportunities;
- Ensure selection processes are transparent and the methods used are consistent;
- Provide all employees with equal access to fair, prompt and confidential processes to deal with complaints and grievances; and
- Ensure workforce diversity is considered in all recruitment actions and decisions.

Role of employees:

- Comply with all RACT policies and procedures;
- Demonstrate appropriate and acceptable standards of conduct at all times. This also extends to any RACT sponsored events outside the normal working environment;
- Respect all differences (i.e. cultural, physical, social, religious and political) amongst colleagues and customers;
- Treat people fairly and respectfully;
- Working collaboratively to recognise and appreciate equity, diversity and inclusion; and
- Identifying and addressing any form of discrimination in the workplace.

Role of People and Culture:

- Actively promote RACT's commitment to diversity and inclusion in the workplace;
- Maintain up-to-date policies;
- Provide information, advice, assistance and support to managers on diversity and inclusion issues; and
- Respond to complaints and conduct investigations where necessary.

RELATED LEGAL FRAMEWORK

The following federal and state legislation cover workplace diversity and safety requirements in Australia:

- Australian Human Rights Commission Act 1986
- Age Discrimination Act
- Disability Discrimination Act
- Fair Work Act
- Sex Discrimination Act
- Racial Discrimination Act
- Workplace Gender Equality Act
- Work Health and Safety Act 2011
- Anti-discrimination Act 1998 (Tas)

OTHER RELEVANT POLICIES AND DOCUMENTS

- Code of Conduct
 - Respectful Workplace Policy
 - Whistleblower Protection Policy
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REVIEW

From time to time, the RACT may make changes to this policy and relevant guidelines to improve the effectiveness of its operation.

This policy will be reviewed every two years.

FURTHER INFORMATION

Please contact your manager or the People and Culture team.
