

# GMS – Diversity & Inclusion Policy




Incorporating Occupational Health and Safety  
and Environmental and Social Responsibility Requirements

Version 2 | August 2020

**Table of Contents**

<b>1</b>	<b>PURPOSE OF THE DIVERSITY AND INCLUSION POLICY .....</b>	<b>3</b>
<b>2</b>	<b>COVERAGE .....</b>	<b>4</b>
<b>3</b>	<b>REQUIREMENTS.....</b>	<b>4</b>
<b>4</b>	<b>WHAT IS DIVERSITY AND INCLUSION? .....</b>	<b>5</b>
<b>5</b>	<b>PRINCIPLES OF DIVERSITY AND INCLUSION .....</b>	<b>6</b>
<b>6</b>	<b>MEASUREMENT .....</b>	<b>6</b>
<b>7</b>	<b>VARIATION.....</b>	<b>7</b>
<b>8</b>	<b>REFERENCE/ASSOCIATED DOCUMENTS .....</b>	<b>7</b>
<b>9</b>	<b>DOCUMENT CONTROL.....</b>	<b>7</b>


	<b>Grange Management System Policy</b> <b>Diversity &amp; Inclusion</b>	Version: 2.0	
		Date: 18-Aug-20	Page: 3 of 7

## 1 PURPOSE OF THE DIVERSITY AND INCLUSION POLICY

The aims of this policy are as far as is reasonably practicable to:

- (a) demonstrate Grange's:
  - (i) belief in the advantages of an inclusive work environment;
  - (ii) respect and value of the diversity of its employees, customers and stakeholders;
  - (iii) commitment to building a fair, equitably, healthy, and engaging culture where differences are embraced and leveraged; and
  - (iv) commitment to finding ways to actively support and encourage a diverse and inclusive workplace now and in the future;
- (b) welcome and encourage people with a variety of backgrounds and perspectives and provide them with opportunities to contribute to their full potential;
- (c) recognise that our employees are our most valuable resource and the means by which we will achieve safe, sustainable, cost effective production;
- (d) highlight Grange's responsibilities and commitment as an employer in relation to diversity in the workplace;
- (e) recognise that diversity is one of many elements which helps create sustainable value for our shareholders;
- (f) highlight the expectations and responsibilities of workers in relation to promoting diversity in the workplace including recognising, valuing and utilising the diversity of workers;
- (g) ensure that employees understand their obligations and do not engage in breaches of Granges policies and procedures and the law;
- (h) confirm expectations regarding appropriate behaviours and that Grange will not tolerate breaches of Granges policies and procedures and the law;
- (i) provide a broad, overarching policy that incorporates or overlaps some elements of other policies; and
- (j) operate with the law, industrial instruments and other Grange policies and procedures.

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	<b>Grange Management System Policy</b> <b>Diversity &amp; Inclusion</b>	Version: 2.0	
		Date: 18-Aug-20	Page: 4 of 7

## 2 COVERAGE


This policy covers and applies to employees and directors in relation to:

- (a) behaviour at the workplace;
- (b) the performance of work for or in connection with Grange; and
- (c) conduct outside the workplace or working hours if the acts or omissions:
  - (i) are likely to cause serious damage to the relationship between Grange, employees, contractors and visitors at the workplace; or
  - (ii) are incompatible with a worker's duty to Grange or employment relationship or engagement; or
  - (iii) damage or are likely to damage Grange's interests or reputation.

## 3 REQUIREMENTS

- (a) Persons covered by this policy are required to:
  - (i) comply with this policy as lawful and reasonable directions;
  - (ii) comply with any applicable law;
  - (iii) not directly or indirectly engage in or aid, abet or encourage behaviour in breach of this policy/ law; and
  - (iv) meet their duty of care obligations and be accountable for their own safety and the safety of others at the workplace.
- (b) Managers/supervisors are required to:
  - (i) promote this policy within their area of responsibility; and
  - (ii) take reasonable steps to ensure that any potential breaches of this policy are identified, taken seriously and acted upon appropriately.
  - (iii) foster an environment where:
    - (A) there is tolerance of difference.
    - (B) all employees are treated fairly and with respect and dignity.
    - (C) the ability to contribute and access opportunities is based on merit.

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----------------------	--------------------------	--

	<b>Grange Management System Policy</b> <b>Diversity &amp; Inclusion</b>	Version: 2.0	
		Date: 18-Aug-20	Page: 5 of 7


- (D) practices and procedures that are actively encouraged to enable employees to contribute to the best of their ability.
  - (E) inappropriate attitudes or behaviours are confronted.
- (c) Employees are required to utilise the Grievance, Conflict and Complaint Policy if they reasonably suspect anyone in the workplace has engaged or are engaging in breaches of this policy or the law. However, complaints which are vexatious, frivolous or otherwise not made in good faith will constitute a breach of this policy.

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#### **4 WHAT IS DIVERSITY AND INCLUSION?**

- (a) Diversity is:
  - (i) recognising the characteristics that make individuals unique;
  - (ii) recognising that all workers can make and are encouraged to make contributions in the workplace;
  - (iii) providing a sustainable work environment for contributions to exist.
- (b) Some of the individual characteristics of diversity include but are not limited to:
  - (i) age;
  - (ii) gender;
  - (iii) ethnicity;
  - (iv) language;
  - (v) life or work experience;
  - (vi) nationality;
  - (vii) cultural background;
  - (viii) disability
  - (ix) sexuality;
  - (x) religious beliefs or other ideologies; and
  - (xi) family status.
- (c) Inclusion refers to creating an environment:

Document Review Due:	Print Date: 18-Aug-20	THIS DOCUMENT IS VALID FOR 7 DAYS FROM THE DATE OF PRINT
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	<b>Grange Management System Policy</b> <b>Diversity &amp; Inclusion</b>	Version: 2.0	
		Date: 18-Aug-20	Page: 6 of 7

- (i) where everyone feels involved, respected and connected; and
- (ii) that actively seeks and values richness that different backgrounds, ideas and perspectives can bring to an organization and its members.

## **5 PRINCIPLES OF DIVERSITY AND INCLUSION**

The following Principles of diversity and inclusion apply:

- (a) all people are different and are valued for their differences based on performance, capability and potential;
- (b) individuals should be treated with respect and dignity;
- (c) decisions should be based on merit, fairness and individual and organisational requirements in relation to all areas of employment and the workplace including:
  - (i) recruitment and selection;
  - (ii) retention
  - (iii) training and development;
  - (iv) appointment to positions and promotion;
  - (v) succession planning
  - (vi) talent identification and management
  - (vii) flexible work arrangements; and
  - (viii) leave availability.
- (d) diversity and inclusion should be promoted by recognising the value in individual characteristics and understanding how best to manage them within the workplace; and
- (e) everyone can make contributions and should be encouraged to make contributions.

## **6 MEASUREMENT**

- (a) Diversity in the workplace will be reasonably evaluated and reviewed by

Document Review Due:	Print Date: 18-Aug-20	THIS DOCUMENT IS VALID FOR 7 DAYS FROM THE DATE OF PRINT
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Grange to monitor the effectiveness of this policy.

- (b) Managers/Supervisors may be required from time to time to report on diversity in the workplace.
- (c) Grange will review reports on diversity in the workplace and, where necessary, will set reasonable targets to give effect to this policy.

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## 7 VARIATION

This policy may be reasonably varied, terminated or replaced by Grange in its sole discretion from time to time.

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## 8 REFERENCE/ASSOCIATED DOCUMENTS

Document Number	Document Title or Information Source	Location

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## 9 DOCUMENT CONTROL

Version	Date	Description	Author	Approved
V2	18-Aug-2020	Revision and update to incorporate inclusion, and to align with GMS management system	A Smith	