



Equity Diversity and Inclusion Policy

The purpose of this policy is to provide guidance for the proactive management of the equity, diversity and inclusion in Dragline Cleaning Services Pty Ltd's (DCS) workforce. We have the highest expectations of managers to meet expectations by providing standards for proactively managing workforce diversity and ensuring equality for employees. Dragline Cleaning Services Pty Ltd recognises it operates in a diverse local community and values the diversity of its employees. Equity, Diversity and Inclusion in employment can bring about innovation, a more effective use of human resources and ultimately benefits the creative and intellectual life of the company and wider community.

Dragline Cleaning Services Pty Ltd is committed to providing equal opportunity of access, participation and advancement in employment that is free of harassment and discrimination. In doing so, Dragline Cleaning Services Pty Ltd recognises that specific measures such as programs, resources and training may be provided and typically gives precedence to those equity groups as defined by the Commonwealth government through its legislation and its agencies, although it will also address equity, diversity and inclusion issues that fall outside of these priority areas.

It is the policy of Dragline Cleaning Services Pty Ltd to:

- Proactively support the principles of equal opportunity and affirmative action
- Seek employment opportunities for the designated under-represented groups
- Reflect and represent the diverse Australian and International community that it serves and ensure the application of DCS values
- Consider equity groups when shortlisting
- Make fair decisions
- Use Performance Reviews to advance high performing staff, having regard to the principals of equal opportunity and diversity profiles
- Provide specialised training to equity groups known to have less favourable outcomes compared to industry norms
- Track and report on the number of promotion applications for equity groups, for part-time, full-time and casual employees
- Conduct annual reviews of Dragline Cleaning Services Pty Ltd's demographic structure, and comparison against company targets

The Workplace Gender Equality Act 2012 commits Dragline Cleaning Services Pty Ltd to promote the principles of equal opportunity for women and men in the workplace. The objectives of the *Sex Discrimination Act 1984* are to eliminate discrimination against persons on the grounds of gender, marital status, pregnancy or potential pregnancy, family responsibilities and breastfeeding (including the act of expressing milk). Dragline Cleaning Services Pty Ltd recognises that both men and women have family responsibilities which are diverse and include caring for children, older people, and people with disabilities. Accordingly, Dragline Cleaning Services Pty Ltd has introduced a range of initiatives to assist its employees balance work and family responsibilities.

In particular Dragline Cleaning Services Pty Ltd recognises that there is much to be done to assist the process of reconciliation and that it is necessary for all Australians to work together towards a united Australia that respects our land and heritage of the Aboriginal and Torres Strait Islander peoples, and provides justice and equality for all. Dragline Cleaning Services Pty Ltd has identified several priorities that are guiding its work to this end.

Relevant Instruments:

Age Discrimination Act 2004
Anti-Discrimination Act 1991 (Qld);
Disability Discrimination Act 1992;
Race Discrimination Act 1975;
Sex Discrimination Act 1984;
Workplace Gender Equality Act 2012; and
Fair Work Act 2009.



Executive Manager: Justin Goodwin

Date: 6th January 2020

The Executive Manager of Dragline Cleaning Services Pty Ltd has formulated the Equity, Diversity and Inclusion Policy. The policy is explained and discussed at the general orientation training given to all new employees and has been reviewed with all current employees. All employees are expected to know what the Equity, Diversity and Inclusion Policy means to them as it affects their job or position within the company. The Equity, Diversity and Inclusion Policy is posted in prominent locations throughout the facility.