

# POL 3005.09

## Diversity & Inclusion Policy

<b>Version:</b>	1.4
<b>Effective Date:</b>	25 September 2024
<b>Administered by:</b>	Head of People & Culture
<b>Reviewed by:</b>	CEEED, Executive Management Committee & Board Remuneration and Governance Advisory Committee
<b>Approved by:</b>	Board

### References

[Safe Work Australia: Guide for Preventing and Responding to Workplace Bullying](#)  
[Safe Work Australia Model Code of Practice: Managing Psychosocial Hazards at Work](#)  
Equal Employment Opportunities (Commonwealth Authorities) Act 1987  
Equal Opportunity Act 1984 (SA)  
Sex Discrimination Act 1984 (Cth)  
Australian Human Rights Commission Act 1986 (Cth)  
Australian Human Rights Commission Regulations 2019  
Disability Discrimination Act 1992  
Racial Discrimination Act 1975 (Cth)  
Racial Vilification Act 1996 (SA)  
Workplace Gender Equality Act 2012 (Cth)  
Work Health and Safety Act 2012 (SA)  
Work Health and Safety (National Uniform Legislation) Act 2011 (NT)  
Fair Work Act 2009 (Cth)  
[Australian Human Rights Commission](#)  
[Office of the Commissioner for Equal Opportunity](#)  
Police Credit Union Enterprise Agreement  
POL 3005.39 Code of Ethics  
POL 1425 Counselling and Disciplinary Policy  
POL 3005.35 Fair Treatment Policy  
POL 3005.08 Work Health & Safety and Wellbeing Policy  
POL 3005.16 Whistleblower Policy  
POL 3005.15 Summary Dismissal Policy  
POL 1439 Employee Due Diligence Policy  
POL 1427 Workplace Issue Resolution Policy  
PRO 1416 Workplace Issue Resolution Procedure  
POL 1452 Working Outside the Workplace Policy

### Definitions and Interpretations

**Diversity and Inclusion** at Police Credit Union means that we recognise and respect qualities which are unique to individuals such as age, gender, sexual orientation, religion, language, disability, national origin, social origin, skills, knowledge, experiences, and perspectives.

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.

**Employees** means all people performing work for Police Credit Union, including but not limited to Board members, directors, employees (whether ongoing or casual), labour hire workers and contractors.

## Overview

'Diversity and inclusion' is at the heart of Police Credit Union's (PCU) values and is central to our goal of delivering a customer experience that is second to none. PCU aims for an inclusive and diverse workforce at all levels of the organisation. Our workplace culture thrives on mutual respect, teamwork and diversity of thought which creates our competitive advantage and will continue to produce a more innovative, responsive and customer centric organisation for our employees and the communities in which we live and work.

## Policy

### Our Commitment

PCU is committed to providing an organisational culture and workplace that fosters diversity and inclusion across all levels of the business. We will achieve this through eliminating stigmas and creating a culture of inclusion through the promotion of education, awareness, and mutual understanding in line with our values and ethics. It is expected that **all employees** take personal responsibility for fostering a culture of diversity and inclusion, and demonstrate behaviours consistent with our strategy, vision, values, and ethics.

**PCU** will not tolerate unlawful discrimination, harassment, sexual harassment, bullying, occupational violence or victimisation, or any behaviour that is inconsistent with our values or ethics. It is our policy to treat all employees, prospective employees, agents, contractors, customers, suppliers, and members of the community fairly and equally regardless of their protected attributes, which are protected at law, including but not necessarily limited to race, colour, gender, sexual orientation, age, physical or mental impairment or disability, marital status, parental or carer's status, pregnancy or potential pregnancy, breastfeeding requirements, religious beliefs, political opinion, Trade Union membership, irrelevant criminal record, medical record, spouse or partner's identity, socio-economic background, or ethnic, national, or social origin as per our Fair Treatment Policy and Code of Ethics Policy and subject to relevant legislation including the Equal Opportunity Act, the Australian Human Rights Commission Act and the Australian Human Rights Commission Regulations.

In accordance with our Employee Due Diligence Policy, **PCU** requires a satisfactory Australian Federal Police check with no civil, criminal, or administrative penalties that may infer a risk to the organisation and inherent requirements of the position being recruited for, in order to determine the suitability of a job applicant for employment with PCU.

**PCU** will ensure we achieve our diversity objectives by focusing on the following;

- Strong leadership with a sustained commitment to fostering an inclusive culture free from unlawful discrimination, harassment, sexual harassment, bullying, occupational violence or victimisation;
- Providing flexibility and reasonable adjustments to meet the diverse needs of an inclusive workforce;
- Commitment to ensuring compliance in the Workplace Gender Equality Agency reporting as per the Workplace Gender Equality Act; and
- Partnerships with organisations and agencies that support diversity and inclusion within the community (i.e. SA Government Internships program and Barkuma).

### Recruitment and Selection

Candidates will be selected on the basis of character, qualification, knowledge, skill, alignment of organisational values, experience and competency to fulfil the inherent role requirements.

All recruitment and selection practices must remain transparent and equitable. This involves ensuring that qualified applicants from a diverse range of backgrounds have the opportunity to apply and be considered for available roles, and that there is no unlawful discrimination.

### Career Development

PCU's career development and succession planning processes will identify high potential talent and provide career development opportunities that are consistent with the Diversity and Inclusion principles of this policy.

## Flexible Work Options

**PCU** will provide flexible work options in line with operational requirements, our Enterprise Agreement and the Working Outside the Workplace Policy.

**Employees** can access and utilise additional Annual and Personal leave (Family Leave) following Parental Leave, part-time, job-share, and other flexible working arrangements subject to PCU's operational requirements. Family support programs are available through our Employee Assistance Program provided by Access Programs.

## Responsibilities

Ongoing learning programs will be facilitated to reinforce PCU's policies and behavioural expectations that keep our workplace fair and encourage a culture of mutual respect. **PCU** will focus on the physical and mental wellbeing of our people, which is strengthened through inspiring and motivating diversity of thought, innovation, creativity and leadership.

**Executive Managers, Managers and Team Leaders** are responsible for ensuring their management practices and behaviours are consistent with the principles set out in this policy.

**All employees** are responsible for ensuring their behaviour is consistent with the principles set out in this policy.

**The CEEED Committee** is responsible for implementing initiatives to achieve diversity and inclusion objectives set out in this policy, and monitoring and reporting to the Board Remuneration and Governance and Governance Advisory Committee progress in achieving diversity and inclusion objectives.

**The Board Remuneration and Governance and Governance Advisory Committee** is responsible for the oversight of this policy.

## Breaches

If any **Employee** is found in breach of this policy, subject to a full investigation in accordance with the Fair Work Act requirements, they will receive appropriate counselling and disciplinary action and dependent upon all of the circumstances, may also be dismissed in line with POL 1425 Counselling & Disciplinary Policy and POL 3005.15 Summary Dismissal Policy.

## Annual Policy and Control Attestation:

In completing this attestation and as the Responsible Officer for the implementation of this policy, I confirm that following reasonable enquiries and to the best of my knowledge, other than previously reported exceptions and/or those provided in support of this attestation, each listed policy requirement has been completed. Any known material exceptions have been reported to the Chief Executive Officer and the Chief Risk Officer.

*Laura Fountain*

Signed

**Laura Fountain Head of People & Culture**, dated 12 September 2024

## Version Control – Material Changes

Version Number	Effective Date	Changes
1.0 – 1.3	28 September 2023	Prior versions
1.4	25 September 2024	Non-Material changes