



## DIVERSITY AND INCLUSION POLICY

### Purpose

The purpose of this Policy is to allow Board members and representatives of Foundation Nova Diem to effectively build diversity and inclusion across our community.

### Objectives

Foundation Nova Diem believes in a diverse Foundation community including in our workforce, and a workplace and experiences that cultivate Inclusion. We are committed to:

An inclusive, culturally capable and diverse eco-system that reflects the communities we serve;

An inclusive culture that promotes the performance and wellbeing of our people irrespective of family responsibilities, marital status, age, disability, race, religion, political beliefs, gender identity or sexuality;

Eliminating discrimination, workplace bullying, sexual harassment and victimisation through modelling inclusive leadership, and promoting an inclusive and respectful organisational culture; and

Adherence to the Guidelines for Practice in regard to Inclusion.

### Scope

This Policy applies to all members of the Foundation's community including employees, the Board, Volunteers and stakeholders.

### Policy Statement

This policy outlines the Foundation's commitment to providing a community that embraces diversity and inclusion.

### Responsibilities

**Board/Chief Executive Officer:** Establishing strategic directions consistent with the Foundation's stated mission, vision and values, optimising the use and return on its financial resources, maintaining an effective system of internal control, and monitoring compliance with legal and ethical requirements.

**Management:** Accountability and responsibility for ensuring implementation and compliance with this Policy and all associated internal control procedures supporting this Policy. Responsibility for developing, maintaining and updating procedures which enable compliance with this Policy.

**Staff:** Inform management of policy breaches by co-workers, or contractors. Remain informed of this policy and updates.



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## Guidelines For Practice

### People Management

Embrace a culture of diversity and inclusion is the right thing to do; it enables our people to feel safe and valued; leading to greater engagement, satisfaction, innovation, and productivity.

### People Participation

Our people can participate fully and reach their full potential. We embrace the unique diversity, skills, lived experiences and qualities of our people to assist us in developing a safe, equitable, culturally appropriate and inclusive environment. We strive for excellence, and to be an 'employer of choice' in our sector.

### Treatment of our People

We treat everyone fairly and equitably and we acknowledge our people have a wealth of knowledge, skills, and capabilities. We consistently demonstrate appropriate behaviours; we listen, engage, and understand our people and respond appropriately to their individual needs and changing circumstances.

### Responsibility

We are all responsible for diversity and inclusion. The building and modelling of positive, respectful and inclusive behaviour and the valuing of diversity and diversity of opinions within the community is vital to ensuring a constructive organisational culture. Diversity and inclusion is everyone's responsibility and all representatives should be committed to Diversity and Inclusion. It is every individual's responsibility to unpack their biases and develop an understanding of how being an active (rather than passive) supporter in our community is important.

### Leadership

Leaders will demonstrate commitment to achieving outcomes through promoting and reinforcing positive inclusive behaviours and through organisational diversity and inclusion including reporting on measures for diversity and inclusion.

### Culture and Environment

All representatives are expected to:

- Respect individual differences and treat all people with dignity
- Contribute and support an inclusive organisation that values and utilises people with diverse backgrounds, experiences and perspectives
- Be aware of our policies and procedures and how they relate to the principles of diversity and inclusion



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#### **Additional requirements for Staff, Directors, Leaders**

- Foster diversity of thinking, appreciate and understand how to support a diverse organisation
- Promote and demonstrate inclusive leadership practices and model constructive workplace behaviours that promote diversity and inclusion practices
- Communicate the importance of diversity and inclusion in the workplace and promote appropriate standards of conduct at all times
- Apply ethical decision-making in circumstances related to employment and diversity and inclusion

#### **Additional requirements for Executives**

- Champion, lead and promote inclusion and diversity through inclusive leadership and modelling behaviours
- Drive performance by creating a strong and dynamic working environment that effectively accesses the potential of all employees
- Consult and adopt contemporary approaches to inclusion and diversity issues in policies, practices and systems that support our people and better reflect the community we operate in

Date last reviewed	March 2023
Scheduled review date	March 2025
Approved by	Board

