DIVERSITY POLICY

1. Introduction

Diversity is about recognising, respecting and valuing differences based on gender, ethnicity, colour, age, race, religion, disability, national origin and sexual orientation. It also can include a vast range of individual characteristics and experiences, such as leadership and communication styles, career path, life experience, educational background, marital status, parental status, and other variables that influence personal perspectives.

A diverse workforce is one that recognises and embraces the diverse skills and perspectives that people bring to the organisation. The wide array of perspectives resulting from such diversity promotes innovation and business success. Embracing and managing diversity will enable LogiCamms to be creative, responsive, productive and competitive that in turn creates value for its customers and shareholders.

2. Purpose

The Diversity Policy ("Policy") provides guidance for the development and implementation of relevant plans, programs and initiatives to recognise and promote workforce diversity across all work areas of LogiCamms and underpins the organisational Values of Can Do Approach, Integrity, Commitment to People, Teamwork and Delivering Quality Work.

LogiCamms' goals in its commitment to diversity include but are not limited to;

- Increased Innovation;

- Improved service to clients;

- Competitive management practices (including the development & strengthening of task oriented teams);

- Enabling the entire workforce to contribute to the achievement of LogiCamms' business objectives;

- Building a safe work environment by taking action against inappropriate workplace and business behaviour that does not value diversity including discrimination, harassment, bullying, victimisation and vilification.

3. Scope

The Policy applies to all staff and contractors including temporary employees of LogiCamms.

This Policy applies to recruitment and selection, terms and conditions of employment including pay, promotion, work assignment, training, transfer and every other aspect of employment, with our decisions based on merit.

4. Programs and Initiatives to Promote Diversity

Consistent with LogiCamms' organisational values and strategic goals, diversity will be managed by:

- Facilitating equal employment opportunities based on relative ability, performance and potential;

- Complying with equal opportunity and anti-discrimination legislation

- Building and maintaining a safe work environment by taking action against inappropriate workplace and business behaviour, such as discrimination, victimisation, harassment, vilification and bullying;

- Developing flexible work practices to meet the differing needs of employees at all levels and at different stages of their life cycle in the context of business requirements and domestic responsibilities;

- Attracting and retaining a skilled and diverse workforce as an employer of choice;

- Enhancing market reputation through a workforce that respects and reflects the diversity of our business partners, suppliers, clients and customers;

- Making a positive contribution to the economic, social and educational well-being of the communities in which we operate;

- Ensuring the decision-making process provides opportunity for a diversity of views to be considered, leading to improved teamwork, productivity and more robust outcomes; and

- Creating an inclusive workplace culture that is pleasant for employees to work in and conducive to good workplace relations

4.1. Attraction, Selection and Promotion

The organisation operates in a highly competitive industry sector where there is a demand for high calibre employees. LogiCamms will ensure that selection and recruitment decisions are based on merit and that no person or group of people are treated less favourably or more favourably than another.

4.2. Development and Career Advancement

LogiCamms recognises the importance of providing training opportunities to employees and enabling them to realise their full potential. Executive mentoring programs and other training opportunities for employees wishing to prepare for senior management opportunities will be made available to relevant employees based on merit and skill set. Direct and inferred discrimination will not be utilised or tolerated in any training opportunity selection or practices.

5. Responsibilities

The Chief Executive Officer has overall responsibility for the application of the policy across the organisation.

Leaders/Managers are responsible for understanding their role in promoting diversity, communicating and implementing policies and procedures effectively and working with staff to integrate the values of diversity into employment practices.

Employees are responsible to ensure that they:

- Comply with the guidelines of this policy

- Promote the spirit of diversity and equal opportunity

- Report any questionable business practices that may breach this policy to the Group General Manager Human Resources or in their absence the Chief Executive Officer so that an investigation can be conducted as soon as possible.

Human Resources will lead and approve policy review, revision as appropriate and monitoring of data collected.

6. Monitoring Compliance

LogiCamms believes that the setting of measurable targets, regular workplace profile analysis and reporting on target performance are critical success factors to achieving the organisational diversity objectives.

The board, with the assistance of the Directors, has an overarching role to;

- Review, note and monitor the effectiveness of the Diversity policy;

- Review and approve the measurable objectives for achieving diversity, and

- Annually review both those objectives and progress in achieving them, including the relative proportion of women at all levels

- Encourage and reward progress towards the goals of the Diversity Policy.

7. Training

Managers and staff will receive appropriate resources, training and support in the implementation of this Policy.

8. Breach of Policy

Breach of this Policy may result in disciplinary action which, depending on the severity of the breach, may include a range of actions from counselling, reprimand or formal warning, to termination of employment.

9. Audit and Review

LogiCamms will ensure equal employment opportunity data from organisational recruitment processes, via employee opinion survey, grievances and exit interviews is monitored to influence and inform policies and action plans.

This policy will be reviewed on an ongoing basis to reflect changes in law, demographics and organisational priorities.

OUTCOMES AND STRATEGIES

The key focus is on the responsibilities and behaviours of all leaders in the organisation for guiding and ensuring an inclusive working environment.

INITIATIVE	*TASK/ACTION*	*TIME FRAME*	*ACCOUNTABILITY*	*MEASURES OF SUCCESS*
Diversity targets are identified to reflect the desired workforce profile	• Set specific targets to be achieved over a designated time period		Chief Executive Officer All staff	Diversity targets are endorsed and achieved
Improve the quality of demographic data collected to monitor and report on the progress of diversity	**Diversity data improvement** Conduct a diversity audit and analyse current levels and quality of HRIS If necessary, conduct a Diversity Census		Group General Manager Human Resources	Diversity data is quality assured and monitored
Develop and enhance managers and leaders awareness of Diversity responsibilities and the principles of EEO	**Leaders influence the achievement of Diversity targets** Include Diversity target measures in Performance Management processes with set KPIs Report Diversity data/results against targets set annually to the Board and Executive Team Inclusion of Diversity principles in Leadership programs being offered		Executives Human Resources Training provider/HR	Targets are achieved Report provided annually on progress against the targets
Build and maintain employee awareness of diversity principles, including the agreed targets	**Communicate and build awareness of diversity principles** Review and update induction and on-boarding program to incorporate diversity principles training Review, develop and implement policies and procedures to align with diversity principles and standards; - Recruitment & Selection - Flexible work practices		Group General Manager Human Resources	Staff surveys indicate an increased awareness of diversity principles Policies and procedures are developed and updated and available to leaders, managers and employees

	- Grievance management - Discrimination and harassment - Etc Develop promotional material to highlight LogiCamms commitment to diversity e.g. Family friendly work practices		Group General Manager Human Resources	An increased awareness in Diversity is evident throughout the organisation
Ensure recruitment & selection practices are based on equality and factor in diversity principles for current employees and potential employees	**Recruitment & Selection Practices** Ensure Hiring Managers are trained on equity principles for recruitment & selection Build knowledge and understanding of equity principles and the benefits of workforce diversity to enhance the capabilities to Hiring Managers to select the best person for the job		Group General Manager Human Resources	Equity principles are followed in the selection, appointment and induction processes Employee surveys indicate employees consider recruitment and selection practices unbiased and fair
Create a fair and inclusive culture	**HR Processes** Increase flexibility in the workplace to accommodate and support employee diversity e.g. Part time arrangements Ensure employees from under represented groups are welcomed, supported and encouraged to participate in decision making in the workplace Maintain and communicate an effective complaints resolution process that enables employees to raise concerns and issues with confidence		Group General Manager Human Resources Leaders/Managers Group General Manager Human Resources	Employees and Leaders have increased access to information and support for part time and flexible work arrangements Monitor feedback generated from these groups via exit surveys, stay interviews, employee opinion surveys etc An effective complaints resolution process is established and maintained
Develop and implement strategies to attract, retain and provide career development opportunities for differing diversity groups; e.g. o Women in Leadership o Aboriginal/Torres Strait Islanders	**Monitor workforce representation of different Diversity groups** Review workforce data and identify 'hotspots' where significant under representation is evident		Group General Manager Human Resources	Quality data is available Targets are achieved

	Promote opportunities such as secondments and acting in higher duties positions to under represented groups			
	Monitor career progression opportunities of differing Diversity groups and assess for equity principles			
	Research and develop a Women in Leadership program			Program is developed and implemented and promoted

Implementation of the plan

It is recommended that the responsibility for implementation of the Plan will rest with the Executive Team and headed up by the Group General Manager Human Resources with support provided by the Operational teams. In addition it is anticipated that other relevant stakeholders will make a contribution towards the implementation of the Plan as deemed necessary.