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ARGYLE COMMUNITY HOUSING LTD

DIVERSITY AND INCLUSION POLICY

Argyle Community Housing Ltd
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1. PURPOSE

- 1.1 The Board of Argyle Community Housing Ltd (**Argyle Housing** or the **Company** has established this Diversity and Inclusion Policy (**Policy**) to ensure that:
- a) Argyle Housing has a truly inclusive workplace where every individual can reach their full potential regardless of their gender, gender identity, cultural background, age, sexual orientation, disability or ethnicity; and
 - b) people are managed as individuals by recognising individual differences, contributions and needs in the workplace. It requires the implementation of practices that show respect for all individuals and recognises the value that diversity brings to the organisation.

2. BACKGROUND AND SCOPE

- 2.1 Workplace diversity and inclusion involves recognising the value of individual differences and embracing them in the workplace. Diversity in this context covers gender, gender identity, age, ethnicity, cultural background, sexual orientation and religious belief. Inclusion refers to supporting all individuals across the course of their career, irrespective of their diverse backgrounds, to bring their whole selves to work:
- 2.2 This policy applies to:
- a) Argyle Housing Board of Directors; and
 - b) All Argyle Housing employees, contractors and volunteers.

3. POLICY DEFINITIONS

- 3.1 **Diversity** refers to the visible and invisible differences that exist between people, including (but not limited to) race, colour, physical features, sex, sexual preference, gender identity, lawful sexual activity, age, physical or mental disability, marital status, family responsibilities, pregnancy, breast feeding, carer responsibilities, religion, political opinion, national extraction, social origin, industrial activity or trade union membership. It also refers to diverse ways of thinking and ways of working.
- 3.2 **Inclusion** refers to ensuring that current, future and potential employees and members have equality of opportunity in the organisation without any barriers or obstacles as a result of their race, colour, physical features, sex, sexual preference, gender identity, lawful sexual activity, age, physical or mental disability, marital status, family responsibilities, pregnancy, breast feeding, carer responsibilities, religion, political opinion, national extraction, social origin, industrial activity or trade union membership.

4. POLICY DETAIL

- 4.1 Diversity and inclusion applies to all people practices, including but not limited to, recruitment, retention, performance management, promotions, succession planning and training and development. Managers have a responsibility as leaders to make decisions based on merit, to encourage diversity and inclusion in their teams and to model appropriate behaviour to ensure a strong and diverse culture, which will significantly contribute to Argyle Housing's ongoing success.
- a) Successful recruitment and selection is a fundamental part of the business and candidate diversity allows for different strengths and contributions. All recruitment and selection documentation, procedures and practices including job descriptions, job advertisements, application forms, contracts etc., will include no direct or inferred discrimination.
 - b) All internal and external training opportunities will be based on the needs of Argyle Housing and our employees through personal review and development and identified training needs.
- 4.2 This policy is not a standalone policy and should be read with reference to the following Argyle Housing policies and procedures:
- a) *Bullying, Discrimination and Harassment Procedures*
 - b) *Code of Ethics and Conduct*
 - c) *Employee Grievance Procedure*

5. REVIEW OF THE CODE

5.1 Unless the Argyle Housing Board determines otherwise, this Code will be reviewed biennially.

6. APPROVED AND ADOPTED

6.1 This Policy was approved and adopted by the Board on 24 June 2020.

Version Control

| VERSION | DATE | REVISED BY | DESCRIPTION | BOARD APPROVED |
|---------|--------------|-----------------|-------------|----------------|
| 1 | 24 June 2020 | Human Resources | New Policy | Approved |