

# Diversity and Inclusion Policy

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<b>Location</b>	NSW/ACT/VIC
<b>Policy Type</b>	Diversity & Inclusion Policy
<b>Version</b>	3.0
<b>Issue Date</b>	July 2024
<b>National Regulatory Code</b>	Performance Outcome 4 - Governance

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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:
- Argyle Housing has a truly inclusive workplace where every individual can reach their full potential regardless of their social identity or professional identity as defined below and in accordance with the Fair Work Commission (FWC)<sup>1</sup> definitions of diversity; and
  - 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

- 1.2 Workplace diversity and inclusion involves recognising the value of individual differences and embracing them in the workplace. Diversity in this context covers social and professional identity as defined by the FWC, which includes and is not limited to 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:

This policy applies to:

- Argyle Housing directors; and
- All Argyle Housing employees, contractors, and volunteers.

## 3. Policy Definitions

- 3.1 In accordance with the Fair Work Commission Diversity and Inclusion Strategy 2023 – 2028, diversity refers to the mix of people in an organisation – that is, all the differences between people and how they identify themselves. This can include:

- Social Identity** – for example, Aboriginal and/or Torres Strait Islander background, age, family or carer’s responsibilities, subjection to family and domestic violence, pregnancy, breastfeeding, marital status, cultural background, disability status, gender, religious

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<sup>1</sup> Source: Fair Work Commission, Diversity, and Inclusion Strategy 2023 - 2028

affiliation, sexual orientation, gender identity, intersex status, and socio-economic background.

- **Professional identity** – for example, profession, education, work experiences, organisational level, team, branch, and location.

These identity elements come together in a unique way for each person and shape the way they view and interact with their world. These elements also affect how others view and treat them.<sup>3.2</sup> 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 Social Identity or Professional Identity, including and 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.

Inclusion means making sure that every person in that diverse mix is accepted, respected, heard and included. It is the responsibility of every employee of Argyle Housing to ensure they treat people equitably and with respect in the workplace.

## 4. Policy Detail

- 4.1 Diversity and inclusion applies to all workplace 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.
- 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. Argyle Housing aims to build diverse candidate pools for each vacant role, and place candidates into roles based on merit and a balanced selection process that enables those with diverse needs to participate in the process.
  - 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:
- Bullying, Discrimination and Harassment Prevention Procedures
  - Code of Ethics and Conduct
  - 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 31 July 2024.

## VERSION CONTROL

Version No.	Review Date	Author	Position	Next Review Date
1.0	24 June 2020	Human Resources	New Policy	Approved
2.0	April 2022	Company Secretary	Biennial review	April 2024
3.0	July 2024	People and Culture	Biennial Review	July 2026

