

# DIVERSITY, FAIRNESS AND INCLUSION POLICY

**Insert Your Company** is committed to fostering, promoting and preserving a culture of diversity, fairness and inclusion.

**Insert Your Company** recognizes that our human capital is our most valuable asset and the collective sum of the individual differences, life experiences, knowledge, ingenuity, innovation, self-expression, unique capabilities and talent that our employees invest into their work represents a substantial part of our business culture, reputation and the company's success.



# SAMPLE

ORDER NOW AND GET FULL ACCESS

**Insert Your Company** is committed to fostering, promoting and preserving a culture of diversity, fairness and inclusion that...

- Be respectful with communications and work cooperation and input from all employees.
- Seek feedback and employee participation, providing the representation of all groups and employee perspectives.
- Include a suitable balance through flexible work schedules to accommodate employees' needs.
- Promote and contribute to the community via ways to gain a greater understanding and respect for diversity, fairness and inclusion.

Management of **Insert Your Company** has a responsibility to treat others with dignity and respect of all kinds. All employees are expected to exhibit conduct that reflects diversity, fairness and inclusion throughout all work functions and all company-related events. All employees are also required to attend and complete any diversity, fairness and inclusion training to enhance their knowledge to fulfil this responsibility.

Any employee found to have exhibited inappropriate conduct or behavior against others may be subject to disciplinary action, including termination.

Employees who believe that they have been subjected to any kind of discrimination that conflicts with **Insert Your Company**'s diversity, fairness and inclusion policy should seek assistance from management. If any person does file a complaint or investigation is conducted with the way a complaint has been dealt with by **Insert Your Company**, the person can seek further advice from an outside agency, such as the Australian Human Rights Commission, Fair Work Commission, Equal Opportunity Commission or the Anti-Discrimination Board, or its equivalent in your State or Territory.

Manager

Reviewed **Insert Your Company**