

# Welcoming Difference Policy

## Why we have this policy

At Australian Unity, Real Wellbeing starts here. We respect difference as everyone has something unique to offer. We nurture a culture that provides equal opportunities. It's how we support you to bring your 'whole self' to work and genuinely connect with those around you.

We support and celebrate the diversity of our people to build an inclusive culture across many geographical locations that represent Australia's First Nations, multicultural and diverse communities. By building a diverse and inclusive workplace we reflect the communities in which we operate and harness the unique capabilities and perspectives of all our people.

This policy outlines how we go about welcoming difference and building an inclusive workplace for all our people and those we interact with daily.

## Who it applies to

This policy applies to all employees of the Australian Unity group of companies.

Australian Unity also expects our customers, contractors and suppliers to behave in a manner which is consistent with this policy.

## Policy detail

As a company with the ambition to be the most trusted wellbeing company in Australia we know that this Real Wellbeing starts here - with our people. We foster a discrimination-free, equal opportunity and respectful workplace where all our people and those we work with us can be the best they can be, not just perform but out perform.

We do not accept unfavourable treatment based on legally protected attributes such as age, caring responsibilities, cultural background, disability, gender, indigenous background and sexual orientation. This extends to our members, customers, residents, clients, patients, visitors and families.

Inclusion at Australian Unity includes factors such as socio-economic background, geographical location, educational background, work experiences, along with the legally protected attributes we mentioned above.

Our policies, procedures, and learning initiatives focus on welcoming difference so that we can benefit from the wonderful diversity that our people offer to benefit our members, customers and the broader communities in which we operate.

## Our commitment to welcoming difference

We are committed to attracting a diverse range of candidates for all roles. Our selection practices are merit-based where we focus on the skills, abilities and qualifications of candidate. We assess and reward performance, and the potential of our people, based on individual capability and contributions, irrespective of background or individual difference.

We are playing our part in closing the gender gap for women at all levels across our organisation. Our aim is to achieve a meaningful balance of women across all levels of the organisation and so we actively monitor gender pay parity and objectively assess our

performance and compensation practices to screen for gender bias in decision making. We measure and evaluate our success using appropriate external benchmarks, to deliver against our workforce diversity goals.

## **Roles and responsibilities**

As an Australian Unity employee, you must not discriminate against anyone because of a protected attribute, unless there is a relevant lawful exception. While the laws may differ slightly between states, at Australian Unity, we aim for a workplace which protects all the identified attributes irrespective of which state you work in. That means discrimination on the grounds of any of these attributes will be a breach of this policy (even if it may not be unlawful in your state). No one should be excluded in the workplace from social interactions based on their protected attributes.

We strive to ensure our people leaders are consciously aware of the basis for their decision making and that unlawful discrimination is neither consciously nor unconsciously applied to deny people opportunities. People Leaders must ensure that decisions that impact on an employees' (or prospective employees') opportunities are based on objective reasoning that is free from discrimination.

We do the right thing and expect the same from those around us. This means people feel safe to speak up when things are not right as well as when you see something that can be improved or made more inclusive. We encourage our people to report incidents of discrimination and any negative behaviours to their people leader or via the incident reporting processes. We encourage feedback and new ideas of how we can Welcome Difference better.

The People & Culture Workplace Relations Team will investigate these matters. Outcomes of the investigation may determine there has been a breach of this policy and or the supporting standards.

## **Policy breaches**

A breach of this policy may result in disciplinary action and/or performance management in accordance with our *We Are Accountable Policy*, our *Fair Misconduct Outcomes Standard* and *Fair Performance Outcomes Standard*.

A breach of this policy may also be a breach of the *Code of Conduct*.

All policy breaches that meet the definition of an incident under the *Incident Management Policy* must be reported.

## **Policy exemptions**

All requests for an exemption to this policy must be submitted for approval to the Document Administrator who will refer them to the Document Owner.

## **Legal obligations**

As part of Australian Unity's commitment to a discrimination-free, equal opportunity workplace, Australian Unity acknowledges its obligations under the relevant workplace legislation.

## **Where to get help**

If you have any questions about this policy, please raise them with your people leader in the first instance.

If you require further assistance, please contact People & Culture by calling 1300 44 84 90 or submitting a P&C enquiry via Service Now. You will be connected with your relevant People & Culture Business team member if further support is needed.

## Glossary

Word or term	Description
<b>Protected attributes</b>	<p>State and Commonwealth laws set out personal attributes that are protected from discrimination. These are known as 'protected attributes' and are as follows:</p> <ul style="list-style-type: none"> <li>• Age</li> <li>• Disability or impairment, including physical, mental and intellectual disability, and temporary or permanent disability/impairment.</li> <li>• Race, including colour, nationality, descent, ethnic, ethno-religious or national origin.</li> <li>• Immigration status</li> <li>• Sex, including intersex status and transsexual status.</li> <li>• Gender, including gender identity, transgender status, and gender history.</li> <li>• Sexuality and sexual activity, including sexual orientation, homosexuality and lawful sexual activity.</li> <li>• Relationship-related attributes, including marital status, domestic status, and relationship status.</li> <li>• Family-related attributes, including family status, family responsibilities, kinship responsibilities and being subject to domestic or family violence.</li> <li>• Caring-giving related attributes including carer status and caring responsibilities</li> <li>• Parenting related attributes, including parental status, parenthood, parental responsibilities, pregnancy and breastfeeding</li> <li>• Irrelevant medical record or genetic information</li> <li>• Physical features</li> <li>• Political belief, affiliation, conviction or activity</li> <li>• Religious belief, affiliation, conviction, activity, appearance or dress</li> <li>• Employment-related attributes such as employment activity, employment status, industrial activity, trade union activity, employer association activity, profession/trade/occupation or calling.</li> <li>• Irrelevant convictions</li> <li>• Accommodation status (e.g. homelessness)</li> </ul> <p>It is also unlawful to discriminate against a person because of their association (or presumed association) with another person with a protected attribute.</p>
<b>Employment activity</b>	The act of making enquiries/complaints about employment entitlements.
<b>Employment status</b>	Being part-time, casual or temporary / being unemployed / receiving workers compensation
<b>Gender identity</b>	Identifying within the binary of male or female or outside the binary e.g. non-binary, gender fluid, gender queer, irrespective of biological characteristics and including the personal sense of the body (whether this involves medical intervention or not) and other expressions of gender, including dress, speech, mannerisms, names and personal references.

<b>Word or term</b>	<b>Description</b>
<b>Irrelevant medical record or genetic information</b>	Medical records or genetic information that are not relevant. There may be times when some medical records may be relevant to the situation; in which case their consideration may not be unlawful.
<b>Industrial activity</b>	Being involved in an industrial association such as a trade union; or refusing to participate in a lawful activity organised by an industrial association.
<b>Physical features</b>	Height, weight, size or other bodily characteristics
<b>Sexual orientation</b>	A person's identity in relation to the gender or genders in which they are sexually attracted for example but not limited to heterosexual, homosexual, bisexual, asexual, pansexual.
<b>Transgender</b>	Identifying as a member of the gender that is opposite to their assigned sex at birth.