Our Inclusive and Diverse Workplace Standard

Why we have this standard

As Australia's first member-owned wellbeing company we are dedicated to helping people thrive –our people and all those we work with. We respect differences as everyone has something unique to offer. We empower our people to advocate for the things that really matter to them and to foster diverse and inclusive workplaces. We encourage you to bring your 'whole self' to work, to genuinely connect with those around you, support others and feel safe.

Who it applies to

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

Standard detail

At Australian Unity we welcome difference. We support and celebrate the diversity of our people to build an inclusive culture across many geographical locations which represent Australia's First Nation, multicultural and diverse community. This standard supports our *Welcoming Difference Policy* and outlines our inclusion practices across various diversity areas. We aim to ensure that we have a safe, diverse and welcoming workplace.

Diversity is an important feature of our workplace and we strive to reflect the diversity of our communities in our organisation. We recognise and value that everyone is diverse in their own way and we all have something unique to offer. Some of these differences are due to our work; like the role you do, your location and your seniority across the business. Our personal diversity is what makes us unique and what we seek to harness at Australian Unity.

 This standard focuses on six diversities mentioned below which we, as a business, strive to improve representation of and make better inclusion practices for:

- Age
- Aboriginal and Torres Strait Islander People
- Culturally and Linguistically Diverse (CALD)
- Disability
- Gender Equality,
- LGBTQ+ and Intersex

Diversity also includes socio-economic background, geographical location, educational background and lived experience which are important intersectionality's that make us diverse.

This standard outlines how we strive for inclusive workplace practices, promote and welcome difference, provide education supports and awareness and encourage the raising of concerns if workplace standards are not met.

Policy inclusion

Our policies and all associated benefits, supports and services including parental leave are

inclusive for all diversities. This includes those communities who have historically read themselves out of policies such as LGBTQ+ people. Our policies are non-biased and where parents are mentioned we refer to them as primary and secondary carer.

Joining Australian Unity

We aim to attract all people to Australian Unity. We foster equal opportunity and all vacancies are open to all people and employees at Australian Unity. Specified and identified roles may be created to seek specific diversities for a role, for example Aboriginal and Torres Strait Islander or CALD identified roles. During our hiring and onboarding process we seek identifying information to support diversity, and to help us to monitor and assess needs across the organisation.

Our *Equal Opportunity Workplace Standard* details how we approach anti-discrimination in the workplace and through the hiring process.

We also foster support programs for various diversities and provide internship opportunities. We have strategic partnerships with providers such as Career Seekers and Career Trackers to allow intern programs with students from Aboriginal and Torres Strait Islander and CALD backgrounds

Lifelong learning and development

We commit to providing and supporting our people with learning and ongoing development. This is across the employee journey from onboarding through to annual compliance and role specific learning. Through this learning framework we provide training and education on welcoming difference, our values, conduct and how we foster an inclusive and respectful workplace culture. Our Welcoming Difference e-learning module and the Foundational Reconciliation e-learning module are mandatory and renewed by all employees annually. Training includes supporting and feeling safe to speak up if you see something negative and to report or call our instances of discrimination or bullying or any psychologically unsafe situation.

We offer our employees opportunities to learn throughout the year and specialized programs and workshops for specific roles or business teams such as LGBTQ+ awareness, cultural competency, supplier uplift seminars and/or informal learning opportunities such as videos and articles.

Business Units and People Leaders are encouraged to access and promote self-paced learning resources published on the Community and Inclusion intranet site.

Significant dates

Awareness days for both celebrating and commemorating is important. It is an opportunity for our people to learn more about a cause which impacts on inclusion.

The calendar of significant dates below details which awareness days Australian Unity celebrates or commemorates. We know there are many more cultural and diversity days that are worthy of noting and we encourage you to celebrate these in your teams.

Calendar of significant dates

Date	Significant occasion	What it marks
26 January	Australia Day/Invasion Day/Survival Day	Celebrates Australia as a country but for many Aboriginal and Torres Strait Islander people this day marks invasion, colonisation and survival of the first nations people.
13 February	National Apology Day	The date which Kevin Rudd apologised to Aboriginal and Torres Strait Islander People particularly to the Stolen Generation for past government interventions and policies.
8 March	International Women's Day	Celebrates women including those who are gender divers and non-binary as well as bringing awareness to inequality such as pay parity, sexism and reduced opportunities.
End March	Cultural Diversity Week (Includes Harmony Day)	Celebrates the multicultural society that we live in and shines a light on the cultures that make up Australia.
31 March	Transgender Day of Visibility	Trans Day of Visibility is an annual international celebration of trans pride and awareness, recognising trans and gender diverse experiences and achievements.
May	Domestic and Family Violence Awareness Month	Raise awareness of the occurrences of domestic and family violence within society as well as what support is available to victim survivors.
27 May- 3 June	National Reconciliation Week	This week is marked by 2 important dates either side of the week. The successful 1967 referendum date and the Mabo Decision date. This week is about raising awareness of Reconciliation and the work that has occurred and the work that needs to continue.
Mid May	IDAHOBIT DAY	International Day Against Homophobia, Biphobia, Interphobia and Transphobia.
June	Workplace Giving Month	Raises awareness about the importance and value of giving time and money to charities through things like volunteering and pay contribution.
Early July	NAIDOC Week	Celebrates the cultural significance of our First Nations People including art, music, dance, languages and sharing of knowledge.
Last Friday August	Wear It Purple Day	Strives to foster supportive, safe, empowering and inclusive environments for LGBTQ+ people especially young people.
September	RU OK DAY	A dedicated day to ask those around us R U OK? And promote mental health awareness and conversations.
October	Safe Work Month	Celebrate all things safety including being psychologically safe and safe from incidents of bullying, harassment or discrimination.

Date	Significant occasion	What it marks
October	Mental Health Month	Raise awareness of mental illness and the ways people can support their health. Also encourages inclusive conversations about mental health.
November	White Ribbon Day	Raises awareness about Domestic and Family Violence and the impact on victim survivors particularly women and children.
19 November	International Men's Day	Celebrates men including those who are gender diverse and non-binary but focuses on what men can do to change gender inequality and health outcomes.
3 December	International Day of People with Disability	Celebrates people with disabilities, their achievements, and the adversities they overcome.
5 December	International Volunteers Day	Says thank you to those people who volunteer and share the gift of time.

Business commitments

Our inclusion priorities are varied but in strengthening our culture for inclusion we continue to support existing commitments in place like the Australian Unity's Reconciliation Action Plan.

We continue to sustain and strengthen the representation of women in management with a focus on achieving a meaningful and critical mass of women across all levels of management. (a critical mass may be defined to commence at approximately 25%). We also continue to monitor and maintain pay parity outcomes between men and women performing equivalent roles with similar achievements.

We value the benefit of memberships and industry partnerships. We are members of the Financial Inclusion (Good Shepherd) Community of Practice which looks at opportunities to improve the financial resilience and wellbeing of our employees and customers. We also contribute and learn through participation at a business level in groups and networks such as the Pride in Diversity Executive Ally Forum, being a member of Diversity Council of Australian and Supply Nation.

Employee engagement activities

We encourage our employees to participate and share stories relating to the significant dates which Australian Unity mark each year. Activities such as morning teas, having a speaker at team meetings or doing a group activity are all ways people can support these learning opportunities.

Employees can also get involved in employee lead networks. Networks are a great way for you to network with colleagues from the same community or those that are allies to the community. At present we have the Australian Unity Pride Network but encourage other employee networks to form.

We also offer our employees an opportunity to swap three gazetted public holidays and January 26 for another day to align with their religious or cultural background.

Community Connectedness is also a way of experiencing the diversity of our community and we offer employees opportunities to take up volunteering and to support charities that make a social impact on vulnerable and minority communities.

The physical workplace

We strive to make our workplaces safe and this includes making them psychologically safe also. Diversity within the workplace, visual cues that say you are welcome (such as rainbow flags) and tools to make your time in the workplace more comfortable and inclusive such as brail, accessible areas, multi-faith prayer rooms, gender neutral bathrooms are some of the physical features of our inclusive workplace design standards.

Speaking up

We encourage all our people to speak up when they see something that is not right. But when something is not right particularly if you see or are the victim of discrimination, bullying or harassment there is a structure in place for you to confidentially report this. Matters such as these can be done through Donesafe or reporting direct to People and Culture. You can learn more about this in the *Speaking Up Policy.* People leaders can also be supported by People & Culture on matters relating to negative workplace behaviours.

We also encourage people to speak up and share new ideas and positive stories of success. If you see something that can be made more inclusive or better to support welcoming difference you can share it by emailing inclusion@australianunity.com.au

Monitoring and reporting

Capturing employee diversity data is an important way we can measure and monitor the success of our initiatives. We encourage our people to answer questions such as nationality and gender identity truthfully so we can see the accurate diversity of our organisation and use it to continuously improve better inclusive practices.

Identifying data is sought in forms and surveys. We promote choice and provide options to choose not to disclose. All employees must consent to data collection. We have a responsibility to ensure that identifying data collected is securely managed, stored and maintains the privacy of the individual. We will de-identify our people reporting and trend data. It is important that we measure the data across the diversity area's so we can measure our perceived workplace culture externally and to achieve our strategic goals of being a great place to work.

The data collected and consented to by our people, informs Australian Unity progress across our diversity and inclusion priorities. We see the importance in reporting both internally and externally on our diversity.

Examples of how data is used includes:

- External reporting program such as submitting information to Federal or State based Government agencies such as Workplace Gender Equality Agency (WGEA), Australian Workplace Equality Index (AWEI), Australian Securities and Investments Commission (ASIC), Australian Prudential Regulation Authority (APRA), and Reconciliation Australia details on the relevant corporate and social responsibilities business activities including diversity areas and inclusion initiatives we are doing.

- Through our management reports and people dashboards report to executives and leaders on the diversity trends across our organisation.

- Sharing information about our diversity and commitments in being transparent with customers, investors and other parties that have a mutual relationship with Australian Unity to share with them the demographic information such as our Investor and Annual Reports or on request.

We also monitor and report on incidents, and corrective actions aimed to prevent unsafe behaviours in the workplace.

Roles and responsibilities

All employees and contractors must demonstrate the behaviors of Welcoming Difference and to support an inclusive workplace. All employees are responsible to raise and report concerns or incidents.

Whilst all employees have this responsibility some specific teams are responsible for the implementation, review, investigation and continuous improvement of this standard and the initiatives that Australian Unity do. Those that are accountable include:

- People and Culture Leadership Team (PCLT)
- Workplace Relations
- Community, Employee Wellbeing and Safety
- Learning and Development
- Performance Remuneration and Reporting

Standard breaches

A breach of this Standard 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 Standard 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.

Where to get help

If you have any questions about this standard, 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.