

Diversity and Inclusion Policy

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| Policy Title | Diversity and Inclusion Policy |
| Policy Number | CEO006 |
| Department | CEO, Habitat for Humanity Australia |
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| Authorised By | Board of Directors |
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Introduction

Diversity and inclusion is central and imperative for all operations of Habitat for Humanity Australia (HFHA). We believe in a world where everyone — no matter who they are or where they come from — deserves a decent place to live. We recognize that, to create this world, our work must always break down barriers, bring people of all backgrounds together, respect and learn from each other to bring about change. This policy is our commitment to our employees, volunteers, partners and stakeholders about how we achieve diversity and inclusion within our organisation.

For Habitat for Humanity Australia Diversity and Inclusion can be defined as:

- Diversity includes characteristics such as age, ethnicity, gender, intellectual and/or physical ability, cultural background, sexual orientation, gender identity, or intersex status. Diversity also refers to less visible aspects, such as education, socioeconomic background, faith, marital status, family responsibilities, thinking styles, experience and work styles.
- Inclusion is the way HFHA culture, values, workplaces and behaviours make a person feel valued, included and able to participate fully. It relates to our work environment where all people are treated fairly and respectfully, with equality of opportunity.

Policy Statement

Habitat for Humanity Australia is committed to supporting and ensuring an inclusive work environment in which everyone is treated fairly, and with respect and dignity. The purpose of this policy is to support and facilitate an inclusive environment that embraces all that makes us different and recognises the benefits that these differences make.

At HFHA:

- a) We foster a culture that reflects our global principles and vision of “A world where everyone has a safe and decent place to live”
- b) We have an inclusive and safe environment that supports wellbeing, and inspires innovation, creativity and critical thinking;
- c) We create an environment that leads to higher performance and greater employee engagement and satisfaction; by leveraging the strengths and uniqueness that each employee or volunteer brings to the organisation.

Policy in Practice

This policy applies to all HFHA activities, all HFHA staff, Board Members, volunteers, and contractors.

In order to facilitate greater diversity and inclusion Habitat for Humanity Australia will:

- apply diversity and inclusion principles to guide our commitment, including demonstrating leadership and vision, considering diversity and inclusion in processes impacting our team members, volunteers, partners and the communities we engage with;
- ensure our people processes, including recruitment, promotions, career development, succession planning, reward and recognition are based on fairness and merit;
- implement programs and policies which address impediments to diversity in the workplace (such as providing access to paid parental leave, flexible working arrangements, learning and development opportunities), and review these to ensure that they are accessible, available and utilised by all team members;
- empower team members to grow and develop in an inclusive, safe and flexible way;
- support fair remuneration and the objectives of pay equity;
- continue to ensure Habitat for Humanity Australia is an equal opportunity employer; and
- observe relevant laws in this area, that apply in all jurisdictions in which HFHA operates in Australia such as:
 - Equal Opportunity for Women in the Workplace Act (1999) Cth
 - Sex Discrimination Act (1984), Cth .
 - United Nations Convention on the Elimination of all forms of Discrimination Against Women CEDAW (1978) (ratified by the Australian Government in July 1983).
 - Anti-Discrimination Act (1977), NSW.
 - Anti-Discrimination Act (1991), QLD
 - Fair Work Act (2009) Cth
 - Age Discrimination Act (2004) Cth
 - Australian Human Rights Commission Act (1986) Cth

- Disability Discrimination Act (1992) Cth
- Racial Discrimination Act (1975) Cth

HFHA also commits to the achievement of the Sustainable Development Goals - specifically Goal 5: Gender Equality, and its nine targets.

This policy is supported by Habitat for Humanity International's Safeguarding Policy, HFHA's Prevention of Sexual Exploitation, Abuse and Harassment Policy, HFHA's Code of Conduct, and its Employee Handbook

Accountabilities

The Board will be accountable for:

- Ensuring that this policy is accurately reflected in Habitat for Humanity Australia's strategic intent and activity. The Board will review this policy on a regular basis to ensure the policy is building and maintaining a D & I culture within the organisation.

Managers are accountable for:

- creating and maintaining an inclusive workplace by role modelling inclusive behaviours and communicating their commitment to the principles set out in this policy;
- minimising bias in relation to decision making and ensuring consistency of approach; and
- ensuring their teams adhere to the principles set out in this Policy and other HFHA policies, including the Code of Conduct.

Team members and volunteers are accountable for:

- contributing to, and maintaining, an inclusive workplace; and
- respecting the diversity of others and demonstrating inclusion through HFHA principles and adherence to our Code of Conduct.

Maintaining this Policy

The Board will review this policy at least every 3 years and from time to time, for effectiveness and in line with best practice and applicable legislation.

This policy may be amended by resolution of the Board of Directors.

This policy will be made available to all directors and employees, volunteers and external stakeholders via Habitat for Humanity Australia's external website.

Breaches of this policy by employees may result in disciplinary action, including termination of employment.