

# POLICY:

## Diversity & Inclusion

### Purpose

Cox Purtell Staffing Services is dedicated to encouraging a supportive and inclusive culture amongst the whole workforce. It is within our best interest to promote diversity and eliminate discrimination in the workplace.

Our aim is to ensure that all employees and job applicants are given equal opportunity and that our organisation is representative of all sections of society. Each employee will be respected and valued and able to give their best as a result.

This policy reinforces our commitment to providing equality and fairness to all in our employment and not provide less favourable facilities or treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, ethnic origin, colour, nationality, national origin, religion or belief, or sex and sexual orientation. We are opposed to all forms of unlawful and unfair discrimination.

### Scope

All employees, no matter whether they are part-time, full-time, or temporary, will be treated fairly and with respect. When Cox Purtell selects candidates for employment, promotion, training, or any other benefit, it will be on the basis of their aptitude and ability.

All employees will be given help and encouragement to develop their full potential and utilise their unique talents. Therefore, the skills and resources of our organisation will be fully utilised and we will maximise the efficiency of our whole workforce.

Cox Purtell Staffing Services commitments:

- To create an environment in which individual differences and the contributions of all team members are recognised and valued.
- To create a working environment that promotes dignity and respect for every employee.
- To not tolerate any form of intimidation, bullying, or harassment, and to discipline those that breach this policy.
- To make training, development, and progression opportunities available to all staff.
- To promote equality in the workplace, which Cox Purtell Staffing Services believes is good management practice and makes sound business sense.
- To encourage anyone who feels they have been subject to discrimination to raise their concerns so we can apply corrective measures.
- To encourage employees to treat everyone with dignity and respect.

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- To regularly review all our employment practices and procedures so that fairness is maintained at all times.

### Leadership

Cox Purtell Staffing Services commitments:

- To promote and value diversity and inclusion in the workplace.
- To champion diversity to cultural change.
- To actively support diversity and inclusion initiatives.

### Recruitment, Selection and Retention

Cox Purtell Staffing Services commitments:

- To implement strategies to improve the recruitment and retention of a diverse workforce.
- To undertake recruitment actions to employ and promote people from diverse groups, specifically Indigenous Australians, disability, and veterans.
- To promote flexible work arrangements in our recruitment process.
- To promote opportunities to participate in work experience and internship programs to a diverse audience.
- To educate our employees on diversity principles.
- To strive as one to achieve gender balance.

### Communication and Education

Cox Purtell Staffing Services commitments:

- To raise awareness for diversity and inclusion through education and communication.
- To promote and celebrate events of cultural significance, for example:
  - National Reconciliation Week
  - International Women's Day
  - Harmony Day
- To provide training and awareness programs and support for Management, employees and teams including Indigenous Cultural Awareness and Disability Awareness
- To offer events too share inspiring stories and experiences to increase understanding.

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Cox Purtell Staffing Services will inform all employees that an equality and diversity policy is in operation and that they are obligated to comply with its requirements and promote fairness in the workplace. The policy will also be drawn to the attention of customers and job applicants.

Our policy will be monitored and reviewed annually to ensure that equality and diversity is continually promoted in the workplace.

James Purtell – Managing Director  
Last Updated: 18<sup>th</sup> November 2020

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