

GENDER EQUALITY IN THE WORKPLACE POLICY

1. PURPOSE

- 1.1 Human Resources Focus ('HR Focus') aims to fulfil its obligations under the *Workplace Gender Equality Act 2012* (Cth) ('the Act'), by developing and implementing a workplace program which will attempt to eliminate discrimination and contribute to gender equality in employment and in the workplace.

2. COMMENCEMENT OF POLICY

- 2.1 This Policy will commence from 01/01/2021. It replaces all other Gender Equality policies of HR Focus (whether written or not).

3. APPLICATION OF THE POLICY

- 3.1 This Policy applies to employees, agents and contractors (including temporary contractors) of HR Focus, collectively referred to in this Policy as 'workplace participants'.
- 3.2 This Policy does not form part of any employee's contract of employment. Nor does it form part of any other workplace participant's contract for services.

4. AIM OF GENDER EQUALITY IN THE WORKPLACE

- 4.1 HR Focus aims to provide and improve gender equality in the workplace. To enable a workplace which promotes equality, HR Focus will aim to remove any barriers that prevent women in our workplace from achieving equality.
- 4.2 This action does not mean that a quota system will be put in place or that men will be discriminated against. What it does mean is that, HR Focus will aim to base employment and contractual decisions, such as recruitment and promotion, on the principle of merit.
- 4.3 HR Focus aims to eliminate discrimination on the basis of gender in relation to employment matters and HR Focus encourages a workplace where HR Focus and its employees are able to consult on issues concerning gender equality in employment and in the workplace.
- 4.4 These actions are about attempting to achieve the potential of all workplace participants. It has direct benefits throughout the organisation. These benefits include increased productivity, increased morale, reduced absenteeism, and higher retention rates of employees. For these reasons, actions in this area have been incorporated into HR Focus's strategic plan.

5. REPORTS WITH THE WORKPLACE GENDER EQUALITY AGENCY

- 5.1 HR Focus commitment to support gender equality in the workplace will be monitored by providing a report containing information relating to HR Focus gender equality indicators.

5.2 The gender equality indicators that HR Focus may report on are:

- gender composition of the workforce;
- gender composition of governing bodies of relevant employers;
- equal remuneration between women and men;
- availability and utility of employment terms, conditions and practices relating to flexible working arrangements for employees and to working arrangements supporting employees with family or caring responsibilities;
- consultation with employees on issues concerning gender equality in the workplace; and
- any other matters specified in an instrument made by the Minister.

6. FURTHER INFORMATION ABOUT GENDER EQUALITY IN THE WORKPLACE

6.1 For further information about HR Focus's actions towards gender equality in the workplace, contact a Member of the EEO Committee or the Human Resources Department.

Variations

HR Focus reserves the right to vary, replace or terminate this policy from time to time.