

GANDEN is committed to providing a diverse and inclusive work environment that is consistent with our values, while complying with equal opportunity in employment law and legislation. This policy outlines GANDEN's expectations from its managers and employees to achieve diversity in the workplace.

Diversity is defined as the practice or quality of including or involving people from a range of different **social and ethnic backgrounds, gender** (including non-binary genders), **sexual orientations, age, race, physical or mental disability, religion, nationality, education**, and any other **visible or invisible differences** that may apply.

When applying Diversity towards **Indigenous parties**, inclusivity will address the varying cultural and social aspects unique to each Aboriginal and Torres Strait Islander peoples.

This policy applies to all stakeholders, including:

- Director and the Chief Executive Officer
- All employees including:
 - Management, full-time, part time, casual, temporary or permanent employees, and
 - Job candidates, student placement, contractors and sub-contractors.
- All aspects of employment including (but not limited to):
 - Recruitment and selection, conditions and benefits, training and promotion, and
 - Project/task allocation, hours, leave arrangement and workload.

Procedures for Integrating Diversity in Employment

1. Implementation of a policy stating GANDEN's responsibility for developing, implementing, maintaining and communicating appropriate policies and initiatives that encompass diversity.
2. All management is aware of their responsibility for promoting an approach to recruitment that includes a consideration and understanding of diversity. Appropriate training and resources will be made available to those responsible for recruitment, including:
 - a. Recruitment strategies and guidelines
 - b. Interview questions
 - c. Methods of reference checking, and
 - d. Short-listing matrices.
3. Management to provide all new employees with a copy of the Diversity Policy as part of their induction.
4. Management to ensure all existing employees and managers receive regular diversity training sessions.
5. Monitoring of Diversity objectives and targets through our regular Integrated Management System QEH&S Objectives and Targets Management Program, data collected include:
 - a. Data collected at point of recruitment
 - b. Employee surveys
 - c. Performance review and feedback sessions, and
 - d. When employees leave the company.
6. Continual review of the Diversity Policy and procedures on an annual basis in line with our IMS requirements.
7. Ensuring that our partnered organisations, suppliers and sub-contractors show a commitment to diversity in the delivery of work associated with GANDEN.

Responsibilities

The entire GANDEN organisation has a collective and individual responsibility to ensure this Diversity Policy is adhered to within and outside of normal working hours.

Managers are responsible for:

- Understanding their role in promoting diversity within GANDEN
- Communicating and implementing policies and procedures effectively
- Recognising the full range of skills, knowledge, experience and strengths of employees and volunteers, as described within the definition of Diversity, and
- Providing Equal Opportunities when recruiting and encouraging participation in diversity training for all existing employees.

All GANDEN employees are responsible for understanding:

- Their role in promoting diversity within GANDEN
- Incorporating this policy within their daily work practices, and
- Standing up against discriminatory behaviour that may occur within the workplace.

This policy is communicated to all personnel, is available from our website and displayed in our corporate offices.



Geraldine Nutt
Chief Executive Officer - GANDEN Pty Ltd