

DIVERSITY AND INCLUSION POLICY

Introduction

The Manufacturing Industry Skills Alliance (Manufacturing Alliance) recognises the benefits and competitive advantages of a diverse Board, advisory committee membership and workforce, and as such, has a strong commitment to diversity and inclusion. The value of its integration throughout the organisation enhances operations and ensures Manufacturing Alliance meets its governance obligations.

This policy sets out the requisites for ensuring diversity and inclusion is embedded across the organisation.

Scope

This policy applies to all Board Directors, advisory committee members, employees, and any other key stakeholder undertaking work related to the organisation's business requirements.

Definitions

Diversity: Any characteristic or attribute that makes individuals different from each other. This includes, but is not limited to religion, race, ethnicity, nationality, language, gender, sexual orientation, gender identity, marital or family status, disability, age, socio economic background, or any other area of potential difference. Many of these differences are protected by Discrimination Law, which are referred to as *protected attributes*.

Inclusion: Ensuring that every person enjoys equal opportunity to participate in the workplace without any barriers due to any differences they may have. This workforce is one where people are treated fairly and with dignity. Regardless of what makes us different, we are provided with an environment that supports varied viewpoints and experiences and allows us to contribute to organisational success.

Policy context

As a Jobs and Skills Council (JSC), the Manufacturing Alliance operates in accordance with its Grant Agreement with the Department of Employment and Workplace Relations (DEWR) and is required to comply with all state and federal legislation applicable to the performance of the agreement. This policy operates in conjunction with DEWR policies and other relevant documents specified in the Grant Agreement including, but not limited to, the *JSC Code of Conduct* and the *JSC Integrity Framework*. Ensuring diversity and inclusion is embedded in organisational planning and delivery is a key requirement of this agreement.

The Manufacturing Alliance is committed to ensuring it has a diverse and inclusive environment in the appointment of Board Directors, advisory committee members and employees to support optimal decision-making in achieving goals and delivering long term economic benefits in the work it undertakes.

Target

To increase the participation of women on the Board and Board Committees (Audit and Risk Committee and Nominations Committee) Manufacturing Alliance has agreed a target of 40% by 2024.

Guiding Principles

Diversity underpins Manufacturing Alliance's commitment to:

- Improve long-term performance
- Optimise the human capital available to the organisation
- Provide for broader perspectives at both Board and senior management levels in relation to decision-making
- Develop the organisation's structure to reflect the demographics of the community and the manufacturing industry.

Advisory Committees

In undertaking its operations, the Manufacturing Alliance will ensure that:

- A culture of diversity and inclusion is cultivated throughout the organisation with the Board championing diversity and inclusion in support of the organisation.
- Membership of the Strategic Industry Taskforce, Standing Committees and Working Groups are not limited by any attribute a person may have but takes into consideration the skills, professional and industry background of all individuals.
- The Board, Strategic Industry Taskforce, Standing Committees and Working Groups aspire to a diverse membership but recognise there may be temporary periods when this balance may not be in place.
- The Board will set measurable objectives and consider progress against these to ensure progress in the advancement of diversity and inclusion across the organisation.

Employees

In undertaking its operations, the Manufacturing Alliance will ensure that:

- All employees, and any other person undertaking work for the organisation are treated fairly and equally regardless of any attributes or differences they may have.
- Recruitment is undertaken without bias and all positions recruited to use processes which support attraction of a diverse field of suitably qualified and experienced candidates.
- Those of Aboriginal and Torres Strait Islander culture and heritage are encouraged to apply for positions with the organisation.
- A safe work environment is provided and maintained with action taken against inappropriate workplace behaviour in breach of this policy and allegations of discrimination or exclusion, harassment, bullying and/or victimisation.
- Training is provided on the value of diversity and inclusion within the team and communicating employees' roles and responsibilities under equal opportunity laws and this policy.

There is an expectation all employees will support the Manufacturing Alliance's commitments as set out in this policy by:

- Aligning their behaviour to be consistent with these commitments
- Reporting any instance of behaviours inconsistent with these commitments or with any other aspect of this policy to the HR Manager.

Manufacturing Alliance senior management will ensure:

- This policy is implemented across all Manufacturing Alliance's activities
- Managers support and promote this policy through active management of their teams
- Any subcontractors are aware of this policy and that their behaviours are in alignment with these commitments
- Recruitment agencies are aware of this policy and that their support in recruitment processes is in alignment with these principles.



Monitoring and Reporting

The Manufacturing Alliance will develop, implement, and measure key objectives to promote diversity and inclusion in the organisation which will be monitored and reviewed on an annual basis. This will be provided to the Manufacturing Alliance Board who will assess and report annually both the measurable objectives and progress in achieving them.

The Manufacturing Alliance may amend and vary this policy as required in line with organisational strategy, changes in legislation or in accordance with DEWR's reporting requirements.