

## SCOPE

This Diversity Policy is applicable to all Workers (including employees, contractors and volunteers) of Glad.

Workplace diversity involves recognising the value of individual differences and embracing them in the workplace. Diversity includes gender, age, ethnicity, cultural background, sexual orientation and religious belief.

## PRINCIPLES

This policy provides a framework for new and existing diversity related initiatives and policies within our business.

We reward and promote our team based on assessment of individual performance, capability and potential. Our business leaders are committed to providing opportunities that allow individuals to reach their full potential irrespective of individual background or difference.

## OUR COMMITMENT

Glad is committed to an inclusive workplace that embraces and promotes diversity.

We value, respect and leverage the unique contributions of people with diverse backgrounds, experiences and perspectives to provide exceptional customer service to an equally diverse community.

Glad's commitment to recognising the importance of diversity encompasses all areas of our business, including recruitment, talent management, skills enhancement, appointment to roles, retention of employees, mentoring and coaching programs, flexible working arrangements, forms of leave available to employees, succession planning and training and development.

This approach is underpinned by a comprehensive Diversity Strategy endorsed by our Diversity Council, as well as a range of supporting policies. These policies are:

- **Equal Employment Opportunity and Discrimination; and Bullying and Harassment Policies** – Glad is committed to eliminating all forms of unlawful discrimination, unlawful harassment, bullying and victimisation of persons in the workplace. These policies are an important part of not only Glad's legislative under Federal, State and Territory law, but also supports Glad's commitment to maintain a workplace where all staff can work without fear of unacceptable workplace conduct impacting them.
- **Recruitment Policy** – to achieve our business objectives through our commitment to a merit-based appointment process, it is essential that capable and diverse employees are attracted, retained and deployed in roles that maximise their contribution and potential. A fair and effective process for appointment to roles is essential to ensure we can access the broadest pool of diverse candidates, in keeping with our commitment to merit-based appointment.
- **Work Health and Safety Policy** – the health and safety of our people, visitors, contractors and clients are essential to our long-term success. We are committed to providing a healthy and safe place of work.

- **Flexible Working Arrangements Policy** – We are committed to recruitment and retaining the best talent to help us achieve our vision. This means we need to be adaptable in the way we work to meet the needs of our people and our customers. Flexible work arrangements can provide a way of recognising and accommodating individual circumstances while balancing Glad’s business requirements.
- **Leave Policies** – Glad understands that our people have changing needs during different life and career stages. A range of leave options are available to employees to help them manage those changes. These may include parental leave, leave without pay, career break, personal/carer’s leave and community service leave.

## OBJECTIVES

1. Continue to recognise and embrace our multicultural diversity and grow our workforce to reflect the diversity of the Australian population.
2. Have an inclusive workforce where every employee can shine regardless of their gender, age, ethnicity, cultural background, sexual orientation and religious belief.
3. Leverage the value of diversity for all of our stakeholders so as to ensure the best customer and tenant experience.
4. Ensuring pay equity within Glad, including ensuring equal pay for equal work across our workforce;
5. Provide people with disability employment opportunities and career advancement;
6. Continue to assist and encourage indigenous Australians to access employment opportunities within Glad;
7. Encourage and support the number of women in senior and/or leadership roles.

## MEASURES AND ACCOUNTABILITIES

The Diversity Council will monitor and report on the effectiveness of diversity related initiatives, including progress against measurable objectives. A steering committee will make recommendations on diversity related initiatives, monitor and evaluate their implementation and ensure that diversity related programs of work are progressing correctly and successfully.

To achieve these objectives, Glad will:

1. set measurable targets for achieving gender and race diversity, which will be assessed annually by senior management;
2. assess pay equity on an annual basis;
3. encourage and support the application of flexible working arrangements into practice across the business;
4. implement our accessibility action plan for employees with a disability, including providing employment opportunities for people with disabilities; and
5. assess the increase of women in senior and/or leadership roles.

## ENSURING CURRENCY OF POLICY

The Diversity Council meets quarterly or more frequently as necessary. Glad's senior management or an appropriate Committee will receive updates on the activities of the Diversity Council on a regular basis.

Glad's Diversity Council will review this Policy annually.

### Relevant Legislation

- Anti-Discrimination Act 1977 (NSW)
- Anti-Discrimination Act 1991 (QLD)
- Anti-Discrimination Act 1992 (NT)
- Anti-Discrimination Act 1998 (TAS)
- Australian Human Rights Commission Act 1986 (Cth)
- Charter of Human Rights and Responsibilities Act 2006 (Vic)
- Equal Opportunity Act 1955 (Vic)
- Equal Opportunity Act 1984 (WA)
- Human Rights Act 2004 (Act)
- Racial Discrimination Act 1975 (Cth)
- Racial and Religious Tolerance Act 2001 (VIC)
- Racial Vilification Act 1996 (SA)
- Sex Discrimination Act 1984 (Cth)
- Disability Discrimination Act 1992 (Cth)
- Age Discrimination Act 2004 (Cth)
- Fair Work Act 2009 (Cth)



Nick Iloski

**Managing Director**

**Glad Group**, comprising of:

**Glad Group Pty Ltd** | ABN 62 092 928 115

**Glad Cleaning Service Pty Ltd** | ABN 43 054 617 891

**Mutual Cleaning and Maintenance Pty Ltd** | ABN 53 006 516 810

**Glad Maintenance Pty Ltd** | ABN 85 127 522 481 | Contractor's Licence: 215410C

**Glad Security Pty Ltd** | ABN 122 097 590 | Security Licences: NSW 409557154, ACT 17502081, QLD 3199590, VIC Licence 763-211-20S, WA SA40606

