

FAIR AND DIVERSE WORKFORCE POLICY

Purpose:

This policy will set out Zeal Futures commitment to Equal Employment Opportunity (EEO), diversity, anti-bullying and anti-harassment and to resolving all grievances.

Scope:

This policy applies to all current and prospective Zeal Futures employees and applies to each of the following activities:

- Recruitment and selection
- Training and career development including promotion opportunities
- Support and supervision
- Remuneration, benefits, recognition and rewards
- Performance management
- Leave requests and approvals
- Organisation restructure
- Communications
- Lodging and investigation of complaints, grievances etc.

Responsibilities:

All Zeal Futures employees and stakeholders are required to adhere to this policy when the work they perform falls within its scope.

All those with supervisory responsibilities and those involved in recruitment processes are responsible for the proper implementation of this policy and its associated procedures.

Document Owner:

Group HR & Safety Manager

Policy:

Zeal Futures is committed to creating a workplace that provides fair opportunities to all, which eliminates as far as possible any potential to unfairly discriminate against its current or prospective employees and which demands that all employees demonstrate appropriate professional, respectful behaviour to their colleagues at all times.

To this end, Zeal Futures will develop, implement, monitor and review systems that both encourage and require accountability for:

- Creating a diverse workforce that is representative of the broader Australian population and specific to particular regions and / or projects;
- Addressing gender equality in relation to recruitment, succession planning and promotion practices;
- Consideration being given to accommodating the needs of its workforce through approving such measures as part time and job share work where the requirements of the role permit;
- Consideration of a range of possible requirements to accommodate a culturally diverse workforce;
- Promptly addressing any concerns raised about its employment practices;

Promptly undertaking and reporting about such investigations where any complaint is raised.

Definitions:

Bullying	Repeated treatment of a person by another or others in the workplace that is "less favourable". This is unreasonable and inappropriate workplace practice. It includes behaviour that , offends, degrades or intimidates a worker.
Harassment	Any unwanted, unwelcome and unreciprocated behaviour/s that cause offence, embarrassment, hurt or humiliation to a person. Harassment may include a one-off occurrence.
Sexual Harassment	Any unwanted or unwelcome sexual behaviour where a reasonable person would have anticipated the possibility that the person harassed would feel offended, humiliated, or intimidated. It has nothing to do with mutual attraction or consensual behaviour. Sexual harassment may include a one-off occurrence.
Grievance	The process of formally raising a concern about one or more issues within the workplace.
Discrimination	Treatment that differentiates between one person (or category of people) on the basis of a specific characteristic. Discrimination is unlawful if based on any of the following: age; gender; race/ethnicity; sexual preference; religion; carer responsibilities; disability.
Diverse workplace	A workplace that reflects the makeup of the broader population with regard to age, gender, race / ethnicity, disabilities, religion and so forth.

Related Documents:

[Work Health & Safety Policy](#)

[Leave Policy](#)

[Zeal Futures Indigenous Employment Strategy](#)

[Employee Assistance Program Procedure](#)

Due consideration has been given to access and equity principles as well as other legislation that may have been pertinent in the development of this policy. The relevant components have been incorporated and are again considered when conducting the policy review process.

Document History

Version	Prepared By	Approved By	Date	Description
1.0	A Malloy	Board of Directors	01/07/2022	Reviewed
2.0	H Wolfe	H Wolfe	26/06/2025	Reviewed and updated