

Diversity, Equity & Inclusion

Policy

November 2025

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Appendices

1 Overview

The Smith Family is committed to supporting diversity, equity and inclusion in the workplace and ensuring all team members are treated with dignity and respect. We promote a workplace where all team members and their Protected Attributes are valued and where we all feel safe, welcome, and included.

Our commitment to inclusive practice involves actively recognising and addressing barriers to participation, ensuring equitable access to opportunities, and embracing diverse perspectives. This commitment extends to all aspects of our operations, including recruitment, decision-making, communication, and service delivery by embedding inclusivity into our daily practices, we aim to create a culture that not only acknowledges diversity but actively promotes equity and belonging for all.

1.1 Purpose

This Diversity, Equity & Inclusion Policy (**Policy**) is intended to provide guidance for all team members employed or engaged by The Smith Family and is intended to provide information, guidance and resources to support diversity, equity and inclusion in the workplace.

1.2 Scope

This Policy applies to all team members of The Smith Family employed or engaged in activities connected with their role or responsibilities at The Smith Family, including funded and organised social activities that occur both on and off Smith Family premises. The Policy also covers volunteers, job candidates, employees, contractors, student placements, board members and covers team member interactions with all internal and external parties.

1.3 Definitions

- **Active Bystander** is a team member who takes action when they see or hear about disrespect, discrimination, exclusion or other unlawful behaviours taking place at work. Taking action can take many forms; for example, speaking up against sexist or disparaging language or jokes, or identifying workplace practices that discriminate against marginalised groups. It can also include encouraging others to speak up or take action. It can be taken before, during or after an inappropriate or unlawful behaviour has occurred.
- **Diversity** is a collection of individual attributes that includes, but is not limited to, demographic diversity, cognitive diversity, background, and lived experience. Demographic diversity may be visible or invisible and may include (but not be limited to) gender, marital or family status, sexual orientation, gender identity, age, disability, ethnicity or nationality, caring or family responsibilities, religious beliefs, cultural background, socioeconomic background, perspective and experience.
- **Equity** is the state where all team members are provided with fair opportunities based on their individual needs. Equity recognises that we do not all start from the same place and that we must acknowledge individual needs. Equity also means that

The Smith Family may make adjustments to imbalances where it is reasonable to do so.

- **Inclusion** is the state where all team members have fair and equitable opportunity to contribute fully and participate in the workplace. This is achieved when individuals feel valued, respected, psychologically safe, and have a sense of belonging.
- **Protected Attributes** are personal characteristics or 'attributes' which are protected under federal and state discrimination laws and include, but are not limited to: age, parental or carer status, or family responsibilities; disability / impairment (including physical, sensory and intellectual disability, work related injury, medical conditions or record, mental, psychological and learning disabilities); gender identity / expression, sexual orientation and intersex status; industrial (trade union) activity; lawful sexual activity; employment activity; physical features; religious beliefs or activities; political beliefs or activities; sex, pregnancy (including potential pregnancy), and breastfeeding; experiencing family and domestic violence; marital or relationship status; race (including colour, nationality, ethnicity and ethnic origin) and any other characteristic prohibited by law.
- **Team members** are all people employed or engaged on a permanent, contract or casual basis, including volunteers and student placements.

1.4 Legislative Context

This Policy supports compliance with legislative requirements including:

- Australian Human Rights Commission Act 1986 (Cth);
- Age Discrimination Act 2004 (Cth);
- Disability Discrimination Act 1992 (Cth);
- Racial Discrimination Act 1975 (Cth);
- Sex Discrimination Act 1984 (Cth);
- Fair Work Act 2009 (Cth);
- Workplace Gender Equality Act 2012 (Cth); and
- State and Territory anti-discrimination and work health and safety legislation.

2 Policy Requirements

2.1 Principles

The Smith Family will demonstrate its commitment to Diversity, Equity and Inclusion in the workplace through the following principles:

- We operate as one inclusive, respectful and equitable team. We learn from our vast lived experience to improve our culture and services. This includes team member surveys and focus groups.
- We aim to attract and retain a workforce whose composition reflects a diversity of backgrounds, knowledge, abilities, experience and perspectives.
- We are committed to ensuring the workplace is free from discrimination, bullying, harassment and other unlawful behaviours. We have a zero tolerance approach to unlawful workplace conduct, namely:
 - Discrimination;
 - Harassment;

- Sexual harassment;
- Sex-based harassment;
- Hostile work environments on the grounds of sex;
- Workplace bullying; and
- Victimisation,

and we will take all reasonable steps to prevent and eliminate this conduct and ensure that team members who raise legitimate concerns are not victimised in any way.

- We ask team members to be Active Bystanders when they see or hear something that does not feel right. It takes all of us to create a safe, respectful and inclusive environment.
- We aim to make fair and equitable decisions across all stages of the team member lifecycle including, but not limited to, recruitment, retention, performance, promotions, talent identification, succession planning, learning and development. For example:
 - Seeking to ensure recruitment and selection practices are inclusive of diverse candidates
 - Addressing any bias in The Smith Family's systems and processes that might disadvantage people from diverse groups.
- We monitor and manage our systems, processes and practices to strengthen equality of opportunity for everyone, regardless of personal attributes such as gender, ability, cultural background, sexual orientation or other Protected Attributes.
- We are committed to reviewing and monitoring pay equity across the organisation. We aim to identify and work towards reducing any pay equity gaps through ongoing analysis and as part of our annual remuneration review process.
- We recognise that the sharing of caring responsibilities for families promotes workforce participation, and our approach to parental leave and support for carers is gender inclusive. We offer a broad range of support options for families and carers with differing needs including kinship care in Aboriginal and Torres Strait families.
- We support the needs of individual team members to achieve a positive balance between work and personal responsibilities by offering access to a range of flexible working options.
- We will support equitable access for people with disabilities for all offices within our control and will advocate for equitable access with the landlords of other office locations.
- We are committed to meeting our obligations under the Workplace Gender Equality Act 2012 by submitting annual reports to the Workplace Gender Equality Agency, maintaining accurate data, notifying employees, and ensuring transparent reporting to promote gender equality.

2.2 Responsibilities

- **Board of Directors:** Ensure adherence to this policy. Role model and support a respectful, inclusive culture across all interactions with and on behalf of The Smith Family.
- **Executive Team:** Ensure adherence to this policy across The Smith Family. Role model, create and maintain a respectful, inclusive workplace culture.

- **People Managers:** Ensure adherence to this Policy for all teams under your remit. Create, promote and maintain a respectful, inclusive workplace culture. Make fair and equitable decisions across all stages of the team member lifecycle including, but not limited to, recruitment, retention, performance, promotions, talent identification, succession planning, learning and development.
- **Team members:** Ensure adherence to this Policy. Support and contribute to a respectful, inclusive workplace culture. Participate in organisation-wide DEI activities, for example training, participate in groups related to DEI such as the DEI Steering Committee and Network.
- **People and Culture:** Provide strategic roadmap of DEI initiatives to support a respectful and inclusive workplace culture. Support leaders to make fair and equitable decisions across all stages of the team member lifecycle including, but not limited to, recruitment, retention, performance, promotions, talent identification, succession planning, learning and development. Provide ongoing review of people policies to ensure inclusivity.

3 Breach of Policy

3.1 Consequences

Any breach of this Policy may also result in a breach of the Discrimination, Bullying & Harassment Policy, which may lead to disciplinary action (up to and including termination of employment or engagement). Please see Discrimination, Bullying & Harassment and Grievance policies for more detail.

3.2 Escalation

Potential or substantiated breaches of this Policy must be escalated and managed according to the Grievance Policy.

4 Related Documents and Links

Internal

- [DEI SmithNet](#)
- [Flexible Working Policy](#)
- [Discrimination, Bullying & Harassment Policy](#)
- [Parental Leave Policy](#)
- [Leave Policy](#)
- [Grievance Policy](#)
- [Gender Affirmation Policy](#)

External

- [Diversity Council of Australia](#)
- [Respect at Work](#)
- [Workplace Gender Equality Agency](#)

A Document information

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