

# Data#3 Embrace

Diversity & Inclusion  
Policy



# Diversity & Inclusion Policy

Document ID	OD&HR-Pol-1.00
Document Owner	OD&HR

## 1. Purpose

Data#3 employs individuals who have unique skills, perspectives, and experiences. As such, Data#3 embraces diversity and inclusion and recognises that a diverse and inclusive workforce, management team and board enhance the business's capability, performance, and productivity.

Data#3 is committed to providing an environment in which employees have equal access to opportunities available at work, are not judged by unlawful or irrelevant attributes and have a genuine sense of belonging across integrated workplace activities.

The main objectives of this Policy are to ensure Data#3:

- Highlight and understand the unique skills, perspectives, and experiences our employees bring to the organisation;
- Develop an inclusive work environment, to enable employees to fulfil their potential, regardless of their individual differences and circumstances; and
- Demonstrate and uphold best practice standards.

## 2. Policy

### 2.1 Diversity at Data#3

Diversity at Data#3 is about our commitment to treat all employees or prospective employees equally and with respect, irrespective of our individual and unique characteristics.

Diversity at Data#3 refers to all the characteristics that make individuals different from each other. This includes attributes or characteristics such as religion, ethnicity, culture, gender, sexual orientation, disability, age and any other ground for potential unlawful discrimination.

For more information, refer to the Data#3 Discrimination, Harassment, Bullying and Victimisation Policy.

### 2.2 Inclusion at Data#3

Inclusion at Data#3 refers to the adjustment of workplace practices and behaviours to ensure that individuals feel included and supported within the workplace. It involves both the action of including employees in opportunities and the outcome of employees feeling a sense of belonging.

### 2.3 Support

To assist with the continuous development of our highly skilled and experienced workforce and support the diverse needs of our employees, Data#3 identifies and implements appropriate programs and initiatives.

## 2.4 Grievances

Any breach of this Data#3 Diversity and Inclusion Policy will be dealt with seriously and may result in disciplinary action. Data#3 is committed to taking appropriate action where a complaint is raised, and an investigation may follow in line with Data#3's Conduct Complaints and Investigations Policy.

If you feel that you have been subjected to any form of conduct that is contrary to this Policy or the relevant laws, you are encouraged to seek assistance in accordance with Data#3's Conduct Complaints and Investigations Policy.

## 2.5 Measures

Data#3 measures and monitors diversity objectives through regular reporting and analysis. Measurable objectives and targets will be set at the start of each financial year (recommended by the Group Manager OD&HR and approved by the OMT).

The OMT will assess the progress in achieving those objectives and targets each year and the results will be disclosed in the annual report.

## 3. Policy Stakeholder Responsibilities

This Policy applies to anyone engaged by Data#3, including employees, internal contractors, consultants, casual employees and secondees. The philosophy and principles outlined in this Policy apply across the business, are the responsibility of all employees, and must be adhered to by all parties acting for, or on behalf of, any part of Data#3. Below outlines the responsibilities of specific governance groups or managers.

### 3.1 Operational Management Team (OMT)

The OMT is responsible for establishing, upholding and driving Data#3's Diversity and Inclusion Policy. This includes:

- Setting and promoting Data#3's diversity and inclusion objectives.
- Monitoring Data#3's diversity and inclusion performance through reviewing any regular and annual reports or recommendations provided which appraise the effectiveness of the organisations' diversity and inclusion objectives, actions and initiatives.

### 3.2 Group Manager – Organisational Development & Human Resources (OD&HR)

The Group Manager – OD&HR is responsible for implementing Data#3's Diversity and Inclusion Policy throughout Data#3. This is achieved through:

- The development, implementation, maintenance and review of appropriate policies, procedures, programs and initiatives to support diversity and inclusion.
- Preparing an annual report regarding the organisation's performance relevant to diversity and inclusion objectives, actions and initiatives.

### 3.3 Managers

Managers have a responsibility as leaders to make decisions based on merit, to encourage diversity and inclusion in their teams and to model appropriate behaviours to ensure a strong and diverse culture at Data#3.

### 3.4 All Employees

Every Data#3 employee is accountable and personally responsible for adhering to this Policy and demonstrating appropriate workplace behaviour.

This includes:

- The promotion of the spirit of diversity and inclusion; and,
- Behaving in a way that does not discriminate against other employees, prospective employees, contractors, customers and providers.

Diversity and inclusion applies to all people practices, including but not limited to:

- recruitment,
- training and development
- promotions,
- talent identification and succession planning,
- performance management, and
- terminations.

## 4. Review

This Policy is reviewed periodically by OMT and the Group Manager OD&HR to ensure its effectiveness.

## 5. Related Documents

This Policy is supported by the following Data#3 documents:

- Discrimination, Harassment, Bullying and Victimisation Policy
- Conduct Complaints and Investigations Policy
- Code of Conduct

## 6. Revision Information / Review Process

Document Revision Details		Date/Time	Next Review
Document Owner	OD&HR		
Document ID	OD&HR – Pol- 1.00		
Business Unit	OD&HR		
Created/Reviewed By	Group Manager – OD&HR	Nov 2021	Nov 2022
Reviewed			
Approved By	MD/CEO	Nov 2021	Nov 2022