



SEC Diversity, Equity and Inclusion Policy

SEC is committed to creating a workplace where diversity is embraced, and our people feel safe. We encourage our people to be active participants in creating an environment that supports this commitment.

1. Policy purpose

- 1.1. SEC aims to provide an environment where employees and others in the workplace are treated fairly and with respect, regardless of background, identity, or disability. SEC is committed to a culture where people are not unfavourably discriminated against because of certain attributes and characteristics which they may or may not possess.

2. Policy principles

- SEC and its employees will foster an equitable, diverse and inclusive workplace;
- SEC and its employees will ensure the workplace is a safe environment for all, and that people of all backgrounds are treated with dignity and respect;
- SEC and its employees will work in collaboration with and celebrate Indigenous Australians, and to ensure that Indigenous Australians are recognised, respected and included at SEC.
- SEC will ensure appropriate training is provided where needed to support this policy however it expects that all SEC people are aware of this policy, obligations and take care in all their interactions.

3. Scope

Who this policy applies to

- 3.1. This policy applies to:
- a) all SEC employees, directors and company officers;
 - b) all contractors, consultants and labour hire staff engaged by SEC as well as students and graduates on work placement and secondees;

When this policy applies

- 3.2. This policy applies to all interactions at all times, on or off SEC premises:
- a) between SEC employees;
 - b) with customers, clients, members of the public, business partners, stakeholders or anyone else;
 - c) during all aspects of SEC's employment, including recruitment and selection; conditions and benefits; training and promotion; task allocation; shifts; hours; leave arrangements; workload; equipment and transport; and work related social functions, trips (e.g. conferences, interstate and overseas) and other events run by SEC.

4. Fostering Diversity and Equal Opportunity

- 4.1. SEC is committed to building and maintaining a workforce that reflects the diversity of the communities it is involved in. SEC recognises that having a workforce composed of people of diverse backgrounds and identities enriches the work that we undertake and improves outcomes.

- 4.2. SEC is also committed to supporting a diversity of perspectives on all Boards, Committees and other decision-making bodies. SEC supports Victorian Government goals on diversity in appointments to Boards.

Approach to hiring

- 4.3. SEC promotes equitable and inclusive recruitment practices. SEC aims to dismantle systemic barriers to employment, promotion and other career building opportunities, including by ensuring equitable working conditions, including remuneration.

Leave entitlements

- 4.4. One of the key ways in which SEC maintains its commitment to equal opportunity is through the provision of appropriate types of leave that support and celebrate employees of different backgrounds. Employees' entitlements to leave are set out in full in SEC Leave Policy.

External Communication

- 4.5. Where personnel communicate externally or otherwise make representations on behalf of SEC, the communication or representation must be inclusive and non-discriminatory and reflect SEC's values.

Responding to Incidents

- 4.6. All members of the SEC community are jointly responsible for creating and sustaining an inclusive and diverse workplace. This includes promoting equitable practices, norms and behaviours, and calling out inequitable behaviour when it occurs. The process for responding to inappropriate workplace behaviour is set out in full in SEC's Appropriate Workplace Behaviours Policy

5. Self Determination of Indigenous Australians

- 5.1. Self-determination is an ongoing process of choice that aims to ensure that Indigenous Australians are able to meet their social, cultural and economic needs, and that Indigenous communities are able to live in accordance with a common set of values and beliefs.
- 5.2. In accordance with the *Victorian Charter of Human Rights and Responsibilities Act 2006*, SEC recognises that Indigenous Australians hold distinct cultural rights, including the rights to:
- enjoy their identity and culture;
 - maintain and use their language;
 - maintain their kinship ties; and
 - maintain their distinctive spiritual, material and economic relationship with the land and waters and other resources with which they have a connection under traditional laws and customs.
- 5.3. SEC maintains a clear commitment to the self-determination of Indigenous Australians, including by:
- ensuring that Indigenous Australians' rights to culture are respected and upheld;
 - involving Indigenous Australians in any decision making that relates to Indigenous communities or may otherwise impact Indigenous communities; and
 - over time, strengthening the employment of Indigenous Australians in senior positions.

6. Equity in the Workplace

- 6.1. SEC aims to eliminate discrimination and contribute to equality in employment and in the workplace, and will do this by:
- promoting and improving gender equality (including equal remuneration across all genders) in employment and in the workplace;
 - removing barriers to full and equal participation in relation to employment matters, including women, indigenous Australians, and those of different background or abilities;

- c) eliminating discrimination on the basis of gender and disability in relation to employment matters (including in relation to family and caring responsibilities);
- d) fostering workplace consultation on issues concerning equality in employment and in the workplace; and
- e) improving the productivity and competitiveness of business through the advancement of equality in employment and in the workplace.

6.2. These actions seek to realise the potential of all workplace participants. They have direct benefits throughout SEC, including increased productivity, increased morale, reduced absenteeism, and higher retention rates of employees.

7. Policy breaches

7.1. Depending on the nature of the breach SEC has policies to address inappropriate conduct, discrimination and harassment and has a zero tolerance to any behaviour that would breach this policy.

8. Key related policy, legislation and other documents

Policies and procedures

- SEC Code of Conduct
- SEC Misconduct Policy
- SEC Appropriate Behaviours Policy
- SEC Complaints Policy

Legislation

- *The Workplace Gender Equality Act 2012*
- *Occupational Health and Safety Act 2004 (Vic)*;
- *Racial and Religious Tolerance Act 2001 (Vic)*;
- *Equal Opportunity Act 2010 (Vic)*;
- *Charter of Human Rights and Responsibilities Act 2006 (Vic)*;
- *Disability Act 2006 (Vic)*;
- *Fair Work Act 2009 (Cth)*;
- *Disability Discrimination Act 1992 (Cth)*;
- *Age Discrimination Act 2004 (Cth)*;
- *Australian Human Rights Commission Act 1986 (Cth)*;
- *Sex Discrimination Act 1984 (Cth)*;
- *Workplace Gender Equality Act 2012 (Cth)*;
- *Code of Conduct for Victorian Public Sector Employees 2015*; and
- *Charter of Human Rights and Responsibilities (Vic)*.

Other

- Victorian Human Rights Commission - Guideline: Preventing and responding to Workplace sexual harassment Aug 2020

9. Approval and review

Policy name	SEC Diversity and Inclusion Policy
Approved by	SEC Board
Policy owner	People & Culture
Contact	GM People & Culture
Date issued	29/11/2024
Last review date	NA

Review frequency	At least every 12 months
Replaces	New policy

10. Version history

Version	Approval Date (for published versions)	Author	Description of change
0.1		People and Culture	Drafting new policy
0.2		Legal and Governance	Review and edit policy
1.0	29/11/2024		Policy approved
