

# Diversity and Inclusion Policy and Statement

## Review:

This document was:

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| <b>Reviewed by:</b> | Operations Team | <b>Review/Revise Date:</b> | Apr 2024 |
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## Purpose

Whizdom is committed to building a workplace in which all individuals are supported, respected and connected. Through the Diversity and Inclusion Policy and Statement, Whizdom aims to value and respect the diversity our employees, candidates, contractors, clients, and all other stakeholders to ensure a fair and positive experience for all.

## Statement

Whizdom embraces all differences including, but not limited to age, impairment, mental, intellectual, psychiatric and physical disability, marital status, medical record, nationality, political opinion, race, colour, social origin, religion, sex, sexual orientation, and recognises the benefits that diversity brings to maximise corporate goals.

## Definitions

The definitions of Diversity, Equity and Inclusion are:

**Diversity:** Accepting each person as an individual irrespective of differences used to differentiate groups and people from each other (both visible and invisible). Such differences are referred to in our Statement above.

**Equality:** Ensuring that every individual has an equal opportunity to make the most of their lives/talents.

**Inclusion:** An environment and culture that makes every individual or group feel comfortable and safe to speak up by themselves, where similarities and differences are not just accepted, but are valued and utilised to achieve a common goal or objective .

## Policy Principles

The policy aims to:

- Attract and retain a diverse team, enhancing our approach to decision making and innovating for the future.
- Empower individuals to work and grow together in an inclusive, safe and flexible way.
- Leverage the diversity of skills to enhance contractor and client experience and organisational growth.
- remove barriers and eliminate all forms of unlawful discrimination and harassment which may be caused by personal stereotypes and prejudices.

The following principles outline how Whizdom work and guide our interactions with each other, our contractors, clients, and other stakeholders, and promote awareness and diversity management:

- We work collaboratively and expect all employees to be respectful in their interactions and communications– acting with honesty and integrity.

- We value the opinion of others recognising a wealth of knowledge, skills and ideas we can tap into.
- Our executive team ensure fairness and transparency when making decisions. This includes ensuring key processes such as recruitment, access to learning, career development, succession planning, promotions, performance management, recognition and remuneration are undertaken with a lens that challenges any biases.
- We recognise and support flexibility in the way we work. To the extent that it is reasonably possible, we look to accommodate the needs of our employees who may be vulnerable at any point of their career, aiming for sustained performance and retention.
- We expect everyone to demonstrate the appropriate workplace behaviours and look to ensure the safety and wellbeing of all. We do not tolerate unlawful discrimination, bullying, harassment (including sexual harassment), vilification or victimisation.
- We make every effort to provide a speak up culture that empowers colleagues and gives them confidence to be able to raise concern or complaint.
- We aim to recruit, select and promote based on role requirements and acquire talent based on skills, experiences and suitability for the role.
- We will make every effort to understand the reasons for resignations that may impact our progress.

This policy applies to all Whizdom employees and contractors and should be read in conjunction with the [EEO Policy](#).

### Whizdom Company Values

Whizdom's company values underpin our approach to managing diversity and inclusion in the workplace:

- Teamwork – We work together to achieve outcomes
- Engaged – Setting the benchmark higher every day
- Integrity – We hold ourselves accountable
- Adaptability – We will listen, learn and evolve

### Policy Breaches

Failure to comply with this policy may result in disciplinary and remedial actions which could include; counselling, formal warning or termination of employment. Employees must report all instances of breaches of this policy to the executive team.

*\*Reference: [Grounds covered by the AHRC Act 1986 | Australian Human Rights Commission: Jan24](#)*