

# MANUVIKASA, Sirsi

## Equity and Diversity Policy

<b>Policy Track Changes</b>	
<b>Policy Owner</b>	<b>HR Department</b>
<b>Policy Created</b>	<b>May 2022</b>
<b>Date of Approval</b>	<b>31-05 -2022</b>
<b>Policy Updated</b>	<b>First update:24 Jan 2018</b>
<b>Latest Update Commencement</b>	<b>31 May 2022</b>
<b>Approved by</b>	<b>Managing Trustee</b>

### Purpose

To promote and support an environment which values and affirms equal opportunity, diversity and inclusivity in accordance with universal principles of equity, fairness and social justice, whilst ensuring that the Organization complies with its legal responsibilities in accordance with relevant legislation.

### Scope

This policy applies to all Employees.

### Policy Statement

The MANUVIKASA is actively committed to promoting the principles of equal opportunity and strives to support Employees to achieve their full potential in an environment which is fair, inclusive, and diverse and supports the health and wellbeing of its Employees.

The MANUVIKASA will strive to enhance the workforce representation of under-represented diversity groups through supportive strategies and programs which recognise the needs of these individuals and provide proactive responses to enable Employees to integrate their personal responsibilities with the demands of the workplace.



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The MANUVIKASA is actively committed to the prevention of Discrimination, Bullying, Harassment, Victimization and Vilification in the workplace, and will take all reasonable steps and actions to ensure that Employees are treated fairly and with dignity and respect whilst working at the Organization.

### **Principles**

The MANUVIKASA is committed to the promotion of equity and recognition of diversity in employment. It aims to provide a work environment that fosters fairness, equity, and respect for social diversity, and that is free from unlawful Discrimination, Bullying, Harassment, Vilification and Victimization.

In support of this commitment, the Organization will endeavour to:

- Provide an inclusive and flexible environment for Employees by identifying and removing any remaining systemic barriers to equitable access, participation and progression in employment so that all Employees have the opportunity to fully contribute to Organizational aspects.
- Ensure that Employees are aware of their rights and their responsibilities as Organizational members
- Use non-discriminatory, inclusive language and practices
- Develop proactive plans and programs to increase access and promote success in employment for designated under-represented groups in order to overcome disadvantage
- Ensure that all Employees have fair access to benefits and services in an equitable manner, including assistance to reasonably accommodate a person's Disability
- Develop and promote processes that support the systematic implementation, monitoring, reporting and management of equal opportunity and eliminate unlawful direct and indirect Discrimination and harassment, and workplace Bullying
- Provide effective mechanisms to resolve complaints of unlawful Discrimination, Bullying, harassment, Vilification and Victimization.
- Create a culture of support for Employees affected by Domestic and Family Violence.

All Employees are responsible for understanding and applying the principles of equal opportunity, equity and social justice. Supervisors are particularly responsible for taking reasonably practicable steps to ensure that the learning and working



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environment is safe, inclusive and free from Discrimination, Bullying and Harassment.

The MANUVIKASA will ensure that Employees are trained in equal opportunity, equity, diversity and social justice matters and that targeted training is available to Employees with management and supervisory responsibilities.

### **Equity and diversity groups**

Diversity involves recognising the value of individual differences in the workplace. Diversity in this context for the Organization includes age, gender, language, religious belief and sexual orientation. Diversity also refers to the other ways in which people are different, such as educational level, life experience, work experience, socio-economic background, personality and marital status.

### **Equity relates to fair treatment.**

MANUVIKASA is particularly committed to providing policies, procedures and programs which facilitate social inclusion by recognising and addressing the character and needs of the people in the regions in which it operates.

The Organization is committed to taking all reasonable steps to prevent and eradicate unlawful Discrimination, Bullying and Harassment against individuals in the work environment.

To fulfil this commitment, the MANUVIKASA will implement a range of proactive and preventative strategies and programs, including provision of training and professional development opportunities for Employees and Supervisors to raise awareness of equal opportunity, Discrimination, Bullying and Harassment in the organization, and provide strategies to prevent this occurring in the workplace.



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