

## Diversity Policy

### Introduction

Tetris Labour Hire provides the framework that actively manages and encourages a diverse, inclusive, and equitable work environment.

Workplace diversity is considered by Management to be an integral and vital part of a successful work ethos and embracing such essential practices, celebrates a vibrant business community.

### Statement of Commitment

Tetris Labour Hire are committed to upholding their responsibility in creating an inclusive and diverse workplace for workers of all ages, gender, race, ethnicities, sexual orientation, national origins, religious beliefs and physical/mental impairments and disabilities. This policy falls in alignment with our mission statement of “...creating opportunity for growth among our candidates and clients” by extending our search across a wider audience regardless of the qualities that may usually segregate them. Additionally, Tetris Labour Hire will always remain in alignment with Federal Legislation that relates to all anti-discrimination acts and have a zero-tolerance policy to any discriminative behaviour.

### Purpose

This policy establishes an effective and communicative framework that actively manages and encourages a diverse, inclusive, and equitable work environment in accordance with Australian Federal Legislation.

Moreover, this policy should be read in conjunction with Tetris Labour Hire’s:

- Work Health Safety Policy
- Equal Employment & Discrimination Policy
- Harassment Policy
- Whistle-blower Policy
- Any other documentation that explores the fields related to this policy

### Scope

This policy applies to all current and future workers of Tetris Labour Hire.

## Responsibilities

The responsibility for upholding an inclusive and diverse work environment rests with the Director, Work Health Safety Manager and Management Team employed by the PCBU (Tetris Labour Hire). All host-PCBU's, workers, and other employees of Tetris Labour Hire also have the responsibility of supporting and embracing inclusivity in the workplace as they share a similar duty of care to the workers around them.

## Definitions

Diversity	The practice or quality of including or involving (but not limited to) people from a range of different social and ethnic backgrounds and of different genders, sexual orientations.
Inclusivity	The practice or policy of providing equal access to opportunities and resources for people who might otherwise be excluded or marginalised.
Equity	The quality of being fair and impartial to everyone in the workplace according to their individual needs and circumstances.
Equality	The state of being equal in status, rights or opportunities.
Discrimination	The unjust or prejudicial treatment of different people, especially (but not limited to) on the ground of ethnicity, age, sex, or disability.
Person Conducting Business or Undertaking (PCBU)	Under WHS Act 2011, an employer is known as a PCBU. An individual or company that has a primary duty of care to ensure the health and safety of workers while they are at work in the business or undertaking and others who may be affected by carrying out of work such as visitors.
Host – Person Conducting Business or Undertaking (PCBU)	An individual or company that works with a labour hire agency or group training organisation to jointly manage the health and safety of labour hire workers who carry out work within the workplace.
Policy	A set of principles and beliefs that are expressed to achieve a required objective.
Legislation	The process or result of enrolling, enacting laws by a legislature, parliament, or governing body.
Consultation	Involves regular communication between the PCBU and workers in relation to all things health and safety related. Is a legal requirement and essential part of managing health and safety risks.
Workers	Under WHS Act 2011, an employee is known as a 'worker'
Workplace	Any place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.

## **Practices**

The Management team at Tetris Labour Hire are committed to the following Diversity and Inclusivity Objectives, as far as reasonably practicable:

- Ensuring all obligations are being met in accordance with the Federal Legislation Discrimination Acts.
- Undertaking regular forms of consultation on site in relation to inclusivity and bullying/harassment to ensure all workers are a part of a team that is embracing of diversity.
- Bring awareness to all workers under Tetris Labour Hire of our Reporting Process and Whistle-blower Policy in relation to any harassment and/or discrimination encountered.
- Upholding our zero-tolerance policy towards any harassment or acts of discrimination towards fellow co-workers or management team.
- Promote and encourage a diverse workforce by providing a safe and respectful environment of mutual learning, respect, and appreciation of differences.

## **Recruitment**

- Recognising upon the recruitment process that each potential worker can bring forth their own unique capabilities, experiences and characteristics that will reflect positively on the business ethos and cultural environment.
- Onboard workers based on their skills, qualifications, and experience regardless of age, gender, race, ethnicity, sexual orientation, national origin, religious beliefs and physical/mental impairments or disabilities.
- Maintain a cohesive relationship with JobActive Providers to assist candidates with employment opportunities from disadvantaged backgrounds.

## **Development and Growth**

- Encourage all workers to aspire for the advancement of their positions.
- Advance workers based purely on their performance and merit.
- Provide workers with equal access to professional development opportunities, training and consultation.
- Undertake regular and effective consultation with all workers in relation to Federal Legislation and responsibilities surrounding anti-discrimination and bullying/harassment as per our internal workplace policies.
- Continue to provide the opportunity to obtain enhanced training, licences, and certifications linked with tailor-made payment plans to assist with financial strains.

## **Remuneration, Recognition and Reward**

- Uphold and maintain a recognition program that acknowledges workers and their performance ability without any intentional or unintentional prejudices.
- Ensure no discrimination is directed toward any remunerated or rewarded worker based on their diverse background.

## Policy Reviews

Tetris Labour Hire has the right to amend all company policies and procedures as they see fit and aim to uphold the most current legislation to be compliant with the state regulator. Reviews of each policy occur on an annual basis or unless prompted otherwise.

## Breaches

The Diversity Policy sets the standards expected of all members of management, workers and Host-PCBU's that are in business with Tetris Labour Hire. Workers who breach the outlined Diversity Policy may undergo disciplinary action including (but is not limited to): counselling, warnings, or termination of employment. Host-PCBU's deemed in breach will be met with by a senior Tetris Labour Hire representative or management and if not rectified, may result in current candidates being immediately removed from the workplace.

## Related Legislation and Documentation

- Anti-Discrimination Act 1977
- Age Discrimination Act 2004
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Australian Human Rights Commission Act 1986



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14/12/2023

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Date