



<b><u>Policy Approver:</u></b>	<b>Chief Executive Officer</b>
<b><u>Policy Owner:</u></b>	<b>Chief Operating Officer</b>
<b><u>Policy Lead:</u></b>	<b>Head of Human Resources</b>

## **Workplace Gender Policy**

**Our policy on gender equality, diversity and inclusion at work.**

### **1 Introduction**

This policy sets out our commitment to gender equality, diversity and inclusion in our operational structures and procedures.

### **2 Scope of the Policy**

This policy applies to all our personnel (being our directors<sup>1</sup>, employees, interns, students on vocational placement, volunteers and independent contractors and consultants).

### **3 Policy Statement**

- (a) We are committed to advancing and integrating gender equality and diversity at work.
- (b) We will embed gender responsiveness by taking action to address the causes of gender inequality.
- (c) We will promote an environment that enables all individuals and groups to be included, represented, respected, engaged and heard regardless of their gender and intersecting identities.
- (d) We are committed to making employment decisions based on qualifications (including skills, abilities, knowledge, and experience) and will actively pursue gender balance and diversity at all levels of the organisation. We will periodically collect and analyse gender-disaggregated data on staffing and advancement patterns at all levels of the organisation to identify areas for further improvement.
- (e) We are committed to implementing employee leave and other benefit policies that are gender sensitive and equitable and appropriately respond to staff needs for balancing work, family and civic life.
- (f) We support the elimination of all forms of gender-based violence and actions to address the causes of gender inequality.
- (g) We will take reasonable and proportionate measures to eliminate, as far as possible, the risks of harmful conduct motivated by gender inequality or discrimination that are related to our work.

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<sup>1</sup> If our Board has adopted a separate policy regarding the subject matter of this policy, then that policy takes precedence with respect to our directors.



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- (h) We will educate all staff on what constitutes discrimination and respect for diversity at work and prevent discriminatory practices, including stereotyping and sexual harassment.
- (i) Compliance with this policy and the law are conditions of working or undertaking any form of business with or for us. Any breach of this policy is a serious matter that may compromise our status as a charity and/or funding for our work. A breach of this policy may result in disciplinary action (including dismissal) and/or termination of a partnership or an agreement.

## 4 Policy in Practice

### 4.1 What we mean in this policy

In this policy:

- (a) By “**employment decisions**” we mean decisions about recruiting, hiring, responsibilities, training and professional development, promotion, transferring, remuneration and compensation and termination.
- (b) By “**gender**” we mean socially constructed roles and relationships between men, women, boys, girls, transgender people and people who do not necessarily identify as male or female, which affect their abilities and incentives to participate in society.
- (c) By “**gender equality and diversity**” we mean equal and fair representation, opportunities and access to resources and outcomes. Achieving gender equality requires the removal of structural inequalities that are embedded in every society.
- (d) By “**workplace**” we mean any place where work or other activities are carried out by or on behalf of us. This includes any place our personnel go, or are likely to be, while at work. Examples include but are not limited to our offices (including when working from home or remotely), project sites, and work-related events (such as work-related functions, meetings, conferences, fieldwork, Christmas parties and donor events) and other places where our personnel come into contact with other people in the course of their work (such as visitors, partners, supporters, candidates, and other stakeholders).

### 4.2 Responsibilities

- (a) **Policy Approver:** accountable for approving this policy, including approving after formal reviews.
- (b) **Policy Owner:**
  - (i) accountable to the Policy Approver for overseeing the implementation of and overall compliance with this policy;
  - (ii) ensures this policy is regularly reviewed (at least every three years or earlier if warranted); and



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- (iii) delegates the implementation, training, maintenance and monitoring of this policy to the Policy Lead.
- (c) **Executive team:** responsible for role modelling behaviour consistent with this policy.
- (d) **Policy Lead:**
  - (i) responsible for the implementation, maintenance and monitoring of the policy at an organisational level, including through appropriate procedures, training and reporting;
  - (ii) supports the Policy Owner to review this policy; and
  - (iii) manages risk and compliance issues related to this policy.
- (e) **All of our personnel:** must be familiar with, comply with and implement this policy and manage risks relating to gender equality, diversity and inclusion at work.
- (f) Detailed responsibilities can be found in our Policy Lifecycle Stages, Roles and Responsibilities (see Annexure A to the Policy Governance Framework).

## 5 Availability of this policy

We will ensure that this policy is available to download on our website and intranet.

## 6 Relevant laws

- (a) *Australian Human Rights Commission Act 1986 (Cth)*
- (b) *Sex Discrimination Act 1984 (Cth)*

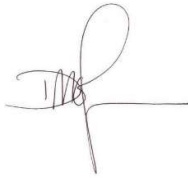
## 7 Related policies

- (a) Equal Employment Opportunity Policy
- (b) Inclusive Conservation Policy
- (c) Recruitment and Selection Policy
- (d) Workplace Behaviours Policy
- (e) Workplace Grievance Policy
- (f) Speak Up Policy



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**8 Revision History**

<b>Action:</b>	<b>Approver Name:</b>	<b>Title:</b>	<b>Signed:</b>	<b>Date:</b>
Approval and adoption of policy by the Policy Approver	Dermot O’Gorman	CEO		11 <sup>th</sup> June 2024
Revision				