



## SCOPE

This policy applies to all our people (“employees”) employed within Fliway Group (Fliway Transport Ltd, Fliway International Ltd, Fliway Logistics Ltd), “Fliway”, along with our Board of Directors (“Board”).

## PURPOSE

The aim of this policy is to provide guidance to create and maintain a respectful, inclusive and diverse workplace culture.

The policy is also intended to provide employees, temporary workers and contractors with an understanding of the types of behaviour and activity that Fliway may consider unacceptable; and support the framework and initiatives for a creating a respectful and diverse workplace.

The policy requires our people and Board to carry out our day to day responsibilities and behaviour in a manner that is consistent with this purpose of this policy.

The policy may be amended at any time by Fliway, without advance warning. You will be notified of any changes by communication via email or noticeboards; or updates on the company website.

This policy should be read in conjunction with the Respectful Workplace Policy, The Simple Rules and Code of Conduct.

## SIMPLE RULES

We expect you to make any race, sex, age, or other defining category, welcome and comfortable here. **Respect each other.**

## 1.0 POLICY PRINCIPLES

Fliway Group is committed to:

- Providing a safe and inclusive work environment of our people;
- Encouraging people to treat each other with respect and value the potential contribution of each team member;
- Understanding that the diversity and inclusion within our team, reflects and responds to the diversity and needs of our customers and suppliers; along with improving our workplace culture;
- Acknowledging and addressing key concepts ensuring equal employment opportunities, equitable pay, flexibility and work life opportunities, accessibility and cultural sensitively and celebration along with attracting, recruiting, developing, promoting and retaining a diverse group of talent people within the Fliway companies;

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- Educating and advising our people that there is no place for bullying, harassment or victimisation within our Fliway workplace, in line with this and our Respectful Workplace Policy;
- Educating and advising our people about the benefits of Diversity & Inclusion, how to recognise discrimination and know what action to take;
- Measuring the progress of our Diversity story at Fliway;
- Meeting our legal and compliance responsibilities.

**2.0 DEFINITIONS**

**2.1** *“Diversity”* recognises the different array of identity groups working within our Fliway workplaces.

**2.2** *“Identity groups”* is based upon factors, including, but not limited to: Ethnicity; Gender; Sexual Orientation; Age; Disability; Religion; Political opinion and Socio-economic background.

**2.3** *“Discrimination”* is behaviour that excludes or restricts a person or group based upon identity factors such as those listed above, from opportunities that are available to others with substantially similar potential. The behaviour is primarily seen as unfair, but is also unlawful. Discrimination can be active and ‘direct’ or passive (‘indirect’) and is a barrier to achieving the benefits of a diverse workforce.

It is unlawful to discriminate based on any of the following grounds (known collectively as “Prohibitive Grounds”): Sex; Marital status; Religious belief; Ethical belief; Colour; Race; Ethnic or national origins; Disability; Age; Political opinion; Employment status; Family status; and Sexual orientation.

Unlawful discrimination may occur directly or indirectly.

**2.3.1 Direct Discrimination**

Direct discrimination occurs when someone treats or proposes to treat a person unfavourably based on any of the Prohibited Grounds. *(This could occur during the recruitment and selection process or during day to day employment.)*

**2.3.2. Indirect Discrimination**

Indirect discrimination occurs when an unreasonable requirement, condition or practice intended to treat everyone the same results in disadvantaging, or potentially, disadvantaging someone on the basis of any of the Prohibited Grounds. *(This could occur during the recruitment and selection process or during day to day employment.)*

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2.4 **“Inclusion”** in this workplace context is focused on the journey from tolerance, to acceptance, then respect and inclusion.

3.0 **ACCOUNTABILITIES**

The Board of Directors are responsible for:

- Providing governance to our diversity strategy and objectives;
- Determining the measures and reporting required on diversity;
- Reviewing and approving this policy on a 2 yearly basis.

The Senior Leadership Team are responsible for:

- Implementing this policy;
- Leading by example in our behaviours and decisions;

The GM People is responsible:

- For measuring and reporting on the progress of our diversity and impact of initiatives on a minimum of annual basis to the Board.

Our managers are responsible:

- For understanding the benefits and role of diversity and inclusion within Fliway;
- Supporting these actions and initiatives.
- For behaving in a respectful an inclusive way in line with this policy, the Respectful Workplace Policy, our Simple Rules and Code of Conduct.

Our people are responsible:

- For behaving in a respectful and inclusive way in line with this policy, the Respectful Workplace Policy, our Simple Rules and Code of Conduct.

4.0 **PROCEDURE**

In order to achieve the outcomes and benefits associated under the Policy Principles, Fliway will complete the following actions.

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Actions within the first 12 months of the Policy include:

- Profiling the diversity of our people, and as possible overlaying with an understanding of our core customers' diversity profile.
- Developing and maintaining a Diversity & Inclusion Plan with short term actions and initiatives and long term goals, this will be included in the annual People Roadmap.
- Measure our progress against the targets set in the plans.
- Continue to provide training and coaching around discrimination (indirect and direct) and the benefits of diversity and inclusion with Fliway.
- Report on the initiatives, progress and measures within the Board Report format.

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