

Diversity, Equality, and Inclusivity Policy

DATE 28.02.2024 **REVISION** 001



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1. Purpose

Tekt Industries is committed to creating and maintaining a work environment where diversity is valued, equality is upheld, and inclusivity is woven into the fabric of our corporate identity. This policy aims to ensure that all employees and job applicants are treated fairly and with respect, regardless of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

This DEI Policy is intended to provide a clear framework for promoting diversity, equality, and inclusivity at Tekt Industries, ensuring a positive and respectful work environment for everyone.

2. Scope

This policy applies to all employees, contractors, interns, and part-time staff of Tekt Industries, as well as job applicants. It covers all aspects of employment, including recruitment, pay and benefits, training, promotion, transfers, work assignments, and other employment-related activities.

3. Policy Statement

3.1 Diversity

Tekt Industries recognizes and values the diverse backgrounds, experiences, and perspectives of all employees. We believe that a diverse workforce is essential for fostering innovation, creativity, and competitive advantage. Tekt Industries is committed to promoting diversity in all areas of our business and at all levels of our organization.

3.2 Equality

Tekt Industries is committed to ensuring equality of opportunity for all employees and job applicants. We aim to create a work environment where individuals are treated solely on the basis of their merits and abilities, and where all employees have the opportunity to fulfil their potential without fear of discrimination or harassment.

3.3 Inclusivity

Tekt Industries strives to create an inclusive culture that respects and values individual differences. We are committed to providing a supportive and welcoming environment for all employees, where everyone feels valued, included, and able to contribute to their fullest potential.

4. Implementation

4.1 Leadership and Accountability

Senior management at Tekt Industries is responsible for implementing this policy and will provide leadership and direction to ensure its success. Managers and supervisors are responsible for promoting diversity, equality, and inclusivity within their teams and for addressing any issues that may arise.

4.2 Training and Awareness

Tekt Industries will provide training and raise awareness among all employees to ensure they understand the importance of diversity, equality, and inclusivity, and their responsibilities under this policy.

4.3 Recruitment and Selection

Recruitment, selection, and promotion processes at Tekt Industries will be conducted in a manner that is fair, transparent, and based on merit. We will take steps to ensure that our workforce reflects the diversity of the communities in which we operate.

4.4 Monitoring and Evaluation

Tekt Industries will monitor and evaluate the effectiveness of this policy on an ongoing basis. We will review and, if necessary, revise our practices and procedures to ensure that our diversity, equality, and inclusivity goals are being met.

5. Reporting and Resolution of Issues

Employees who believe they have been subjected to discrimination, harassment, or any other violation of this policy are encouraged to report their concerns to their manager, HR department, or through the company's grievance procedure. Tekt Industries is committed to investigating all complaints thoroughly and confidentially, and to taking appropriate action to address any issues.

6. Policy Review

This policy will be reviewed annually to ensure that it continues to meet the needs of our employees and reflects any changes in law or best practice.

7. Glossary

Term	Definition
Diversity	Refers to the presence of differences within a given setting. In the context of the workplace, this includes, but is not limited to, differences in race, ethnicity, gender, age, sexual orientation, disability, religion, educational background, and life experiences.
Equality	The state of being equal, especially in status, rights, and opportunities. It's about ensuring that every individual has an equal opportunity to make the most of their lives and talents and believing that no one should have poorer life chances because of the way they were born, where they come from, what they believe, or whether they have a disability.
Inclusivity	Involves bringing traditionally excluded individuals and/or groups into processes, activities, and decision/policy making in a way that shares power and ensures equal access to opportunities and resources. It's about creating environments in which any individual or group can be and feel welcomed, respected, supported, and valued to fully participate.
Discrimination	Unjust or prejudicial treatment of different categories of people, especially on the grounds of race, age, sex, or disability. It can be direct or indirect and often leads to exclusion or rejection.
Harassment	Unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that individual.
Protected Characteristics	These are categories protected under anti-discrimination laws. In Australia, protected characteristics include age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, and sexual orientation.
Merit	Refers to the ability, qualifications, and experience that are relevant to the performance of duties. In recruitment and selection, it's about ensuring that the best person for the job is chosen based on these criteria.
Grievance Procedure	A formal process by which an employee can raise a problem or complaint to be addressed by the company. This can relate to anything from workplace disputes to issues of bullying or harassment.
Senior Management	Refers to the highest level of management within an organization, who have the day-to-day responsibilities of managing a company. They are accountable for aligning the workplace with the strategic goals and policy frameworks set by the board of directors.
HR (Human Resources)	The division of a business that is charged with finding, screening, recruiting, and training job applicants, as well as administering employee-benefit programs.

8. Revision History

Version	Date	Author	Change Control	Summary of Updates
1	28/02/2024	M J Adams	NA	Initial release