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Inclusion and Diversity Policy

**apa**

## 1 Purpose

APA is committed to providing and fostering a diverse, equitable and truly inclusive workplace where everyone belongs, feels valued, respected and comfortable bringing their authentic and best selves to work.

We recognise we will achieve a truly inclusive workplace when people feel respected, connected, supported, and valued throughout their career. We seek to attract, recruit, develop and retain our people in a culture that embraces individual differences across our business practices.

This Policy sets out APA's objectives for achieving workplace inclusion and diversity and must be read in conjunction with the APA Code of Conduct – Our Code.

## 2 Scope

This Policy applies to:

- All *Workers and Other Workplace Participants* at APA.
- All APA premises and worksites, vehicles and other sites where APA conducts business, including premises and sites operated by contractors, suppliers and customers.
- Any work-related context including (but not limited to) conferences, functions, office parties, business trips and meetings conducted outside normal business hours (business or social) whether on APA premises or not.
- All interactions with customers, colleagues, suppliers and other third parties.

## 3 Strategic Intent

APA's Inclusion & Diversity Strategy focuses on four key areas:

- **Gender Equity** - Providing a level playing field to ensure all workers can reach their full potential. To achieve this APA provides equal access to the resources and support all workers need to develop and succeed in their careers regardless of gender.
- **Flexibility** - We encourage flexible ways of working and empower people to think differently about where, when, and how work is completed to meet the professional and personal goals, priorities, and lifestyles. Flexibility includes committing to solutions to attract and retain talent, ensure effective job design, empower our people to work differently including remote working and accessing the right technology to be successful.
- **Inclusive Culture** - The APA culture ensures all our people's voices are heard and valued. Our inclusive culture fosters an environment where we leverage the wealth of knowledge, insights, and perspectives in an open, trusting, and diverse workplace.
- **Inclusive Leadership** – We develop our *Leaders* knowledge and skills through education and coaching to understand what 'inclusive' means, harness the benefits of diverse perspectives, create better outcomes for our people, our customers, and our business.

## 4 Objectives

The objectives of this Policy are to ensure APA:

- Has a truly inclusive workplace where every individual can participate and develop regardless of age, cultural background, disability, ethnicity, sex, gender identity, marital or family status, religious belief, sexual orientation, or socio-economic background, perspective, and experience.
- Has a workplace where people feel respected, connected, supported, and valued.
- Leverages the individual experiences, backgrounds, ideas, insights, skills, and qualities of a diverse workforce to deliver deep and enduring relationships with our people, our customers, and our business.
- Takes a leadership position on inclusion and diversity practices, shaping the agenda in our industry and the communities we operate in.
- At all times acts in accordance with our Purpose, Behaviours and in line with the expectations set by our Code of Conduct.
- Achieves its commitment to Inclusion and Diversity through strategies, procedures, training and development, including an equitable process for talent acquisition, secondment, promotion, and learning & development.
- Creates awareness of inclusion, diversity, equity and belonging internally and via industry collaboration.

## 4 Roles and Responsibilities

We all play a role in supporting inclusion and diversity and taking personal accountability for our behaviour and contribution. Further information is included in the table below.

Position	Responsibility
<b>All Workers and Other Workplace Participants</b>	<ul style="list-style-type: none"> <li>• Act with integrity and respect in accordance with our company vision and purpose</li> <li>• Role model our behaviours through everyday actions</li> <li>• To be courageous, speak up when something isn't right, calling out, challenging, or reporting breaches of this policy when you see it or experience it in the workplace or on social media</li> <li>• Report issues of inappropriate or poor behaviour and exclusion to their leader or suitable other parties, to ensure it will be addressed</li> <li>• Promote an inclusive and diverse working environment in how they behave. This includes choice of appropriate and inclusive language whilst in the workplace</li> <li>• Comply with the I&amp;D Policy and attend regular training on the Policy</li> <li>• Treat all colleagues, visitors and customers with respect and professionalism without regard to non-relevant criteria or distinctions.</li> </ul>
<b>People, Safety and Culture</b>	<ul style="list-style-type: none"> <li>• Ensure all Workers and Leaders are aware of their obligations, responsibilities, and rights in relation to I&amp;D, Anti-Discrimination and EEO</li> </ul>

Position	Responsibility
	<ul style="list-style-type: none"> <li>• Have appropriate strategies, procedures, systems, and processes in place to ensure the effective achievement of this Policy</li> <li>• Matters which do not comply with the principles of I&amp;D, anti-discrimination and EEO are identified and addressed as promptly and sensitively as possible</li> <li>• Ongoing training, support and guidance is provided to all Workers in relation to I&amp;D, anti-discrimination and EEO principles and practices</li> <li>• Assist Leaders in taking action to develop and implement plans to ensure workforce flexibility and Inclusion &amp; Diversity</li> <li>• Conduct workplace investigations as required.</li> </ul>
<p><b>Leaders</b> (For the purpose of this policies are APA Employees that have direct reports)</p>	<ul style="list-style-type: none"> <li>• Take action to promote and create an inclusive and diverse working environment through their decisions, actions, language, and role modelling, including working to meet I&amp;D targets and goals set by the organisation</li> <li>• Understand their obligations under legislation and this Policy, are committed to the principles of I&amp;D and EEO, and ensure they are applied effectively in the workplace</li> <li>• All decisions relating to appointments, promotion, training, and career development encourage diversity of all aspects (gender, age, cultural etc.) and are made without regard to any matters, other than the individual's inherent ability to carry out the job</li> <li>• Make all reasonable efforts to ensure that Workers are aware of the Policy and its expectations are understood and practiced</li> <li>• Assist with workplace investigations as required.</li> </ul>
<p><b>APA Inclusion &amp; Diversity Steering Committee</b></p>	<ul style="list-style-type: none"> <li>• Meet quarterly to provide input into reviewing and/or developing inclusion and diversity plans and initiatives</li> <li>• Promote, communicate, and champion inclusion and diversity in their respective business areas.</li> </ul>
<p><b>APA Group Board</b></p>	<ul style="list-style-type: none"> <li>• Sponsor this I&amp;D Policy</li> <li>• Guide the development of APA Group's Inclusion and Diversity strategy and targets</li> <li>• Actively drive improvement and monitor progress against strategic priorities.</li> </ul>

## 5 Non-compliance with this Policy

Disciplinary action may be taken against any Worker whose behaviour breaches this policy. Breaches of this policy will amount to misconduct or serious misconduct and may, in some cases, result in dismissal.

## 6 Related documents

- Our Code (Code of Conduct)
- Respect at Work Procedure
- Grievance Resolution Procedure
- Disciplinary Action Procedure
- Flexible Work Procedure
- Recruitment and Labour Engagement Procedure
- Parental Leave Procedure

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## 7 Glossary

Term	Definition
<b>Contractor</b>	A person employed by another organisation completing work for or on behalf of APA.
<b>EEO</b>	Equal Employment Opportunity
<b>I&amp;D</b>	Inclusion & Diversity
<b>Diversity</b>	Diversity is the mix of people in your organisation. Diversity refers to all the ways in which we differ (e.g., Aboriginal and/or Torres Strait Islander background, age, education, gender, profession). <i>Source: Diversity Council Australia, Diversity &amp; Inclusion Definition, Sydney, Diversity Council Australia, 2017.</i>
<b>Inclusion</b>	Inclusion is getting the mix to work. Creating a workplace environment that enables the diverse mix to work – for the organisation and employees. Inclusion occurs when a diversity of people are respected, connected, progressing and contributing to organisational success. <i>Source: Diversity Council Australia, Diversity &amp; Inclusion Definition, Sydney, Diversity Council Australia, 2017.</i>
<b>Leader</b>	An employee's direct supervisor.
<b>Maximum Term Employee</b>	Maximum Term Employees are engaged with APA for a specific period. They are paid directly by APA and can be engaged full time or part time.
<b>Workers and Other Workplace Participants</b>	All employees (permanent, maximum term and casual), Board members, contractors, sub-contractors, apprentices, trainees, consultants, contingent workers (labour hire, independent contractors and external secondments) and volunteers (referred to in this Policy as <b>Workers</b> ) at APA, as well as other people participating in our workplace including visitors ( <b>Other Workplace Participants</b> ).

## 8 Version Control

Date	Version	Changes
March 2022	V6	Major Update – Diversity and Inclusion Policy split into Inclusion and Diversity Policy and Respect at Work Procedure
March 2021	V5	Converted to new template. No content changes, formatting only.
August 2020	V4	Minor updates
November 2018	V3	Updated to new template & streamline content
April 2016	V2	Updated to include Inclusion
March 2014	V1	Updated for legislation