

Diversity, Equity & Inclusion Policy

1 APPLICATION

1.1. This Policy applies to:

- a. HMRI directors, employees, representatives, volunteers, affiliated researchers, student placements, contractors and building occupants;
- b. HMRI's interaction with and treatment of all people including employees, volunteers, affiliated researchers, job candidates and members of the public, encountered in connection with HMRI related activities and operations;
- c. all aspects of HMRI activities and operations including employment, recruitment and selection; conditions and benefits; training and promotion; task allocation; hours; leave arrangements' workload; research activities, research direction and organisational strategy (including funding); and
- d. interactions which are on-site, off-site or outside of work hours; including social functions or conferences.

1.2. To the extent that this policy relates to activities or conduct of non-employees of HMRI, the policy is intended to supplement and not alter any policy of the employer.

In the event of any inconsistency between this policy and the policy of an individual's employer, the employer's policy should take precedence.

2 INTRODUCTION

2.1 HMRI is committed to providing and fostering a safe, flexible and respectful environment for employees, partner organisations, affiliates, visitors and our community, which embraces diversity, facilitates equity and recognises the depth of individual contributions to the HMRI community.

3 POLICY INTENT

3.1 This policy provides a framework for HMRI's commitment to celebrating HMRI's inclusive and diverse community and creating pathways for employment and research activity for a broad variety of people across diverse backgrounds.

3.2 HMRI endeavours to ensure our policies, procedures and practices incorporate the principles of equity and reflect the fair treatment of all individuals consistent with our legislative responsibilities including:

- a. the Australian Human Rights Commission Act 1986 (Cth);
- b. The Antidiscrimination Act 1977 (NSW); and
- c. Commonwealth legislation relating to discrimination sex, age, disability and race.

4 SCOPE

HMRI RESPONSIBILITIES

4.1 HMRI is committed to ensuring that employees, partner organisations and affiliates are encouraged to share their capabilities, approaches, experiences and ideas, which reflect the diverse and inclusive HMRI community.

4.2 HMRI acknowledges:

- a. the unique place of First Peoples in our history and culture and the importance of respecting Indigenous knowledge, culture and talent;
- b. the value of capabilities, approaches, experiences and ideas, that can be brought to HMRI which reflect our diverse and inclusive community and world;
- c. that equity, diversity, inclusion and belonging are strengths that facilitate positive organisational and individual outcomes; and
- d. that Inclusive Leadership is a high-value enabler of equity, diversity and inclusion and an important capability of our people leaders.

4.3 HMRI is committed to:

- a. living our Values through our operations and research support including building on our cultural capability strengths and focusing on the success of an inclusive institute; and
- b. celebrating our inclusive and diverse community and creating pathways for employment, research and research outcomes for a wide variety of people from diverse backgrounds.

4.4 Wherever possible we will:

- a. consult with a diverse range of people with different characteristics and backgrounds to understand and act on issues;
- b. consider and embed diversity and inclusion in all aspects of our practice and strategy;
- c. promote a respectful and safe environment;
- d. educate people leaders, employees, and affiliates about acceptable behaviour, preventing inequity and resolution options;
- e. comply with legislation and best practices relating to anti-discrimination, human rights and workplace equality;
- f. use inclusive language; and
- g. commit to representing the diversity of our HMRI community in our websites and publications.

4.5 HMRI will endeavour to:

- a. monitor and report on diversity and inclusion, to enhance our understanding, provide transparency and consider the effectiveness of HMRI's commitments;
- b. remove and remedy structural disadvantage/ discrimination by changing systems, policies and practices that are biased against historically underrepresented groups; and
- c. provide workplace flexibility as a key enabler of employee equity and inclusion.

5 ROLES AND RESPONSIBILITIES

- 5.1 All employees and representatives of HMRI have a responsibility to always treat others with dignity and respect.
- 5.2 All employees are expected to exhibit conduct that reflects inclusion during work, and in the workplace. All employees are also required to attend and complete training to enhance their knowledge to fulfill this responsibility.
- 5.3 Any person who believes they have been subjected to or witnessed any kind of behaviour which contravenes this policy and associated initiatives should seek assistance from the Head of Human Resources.

6 FAILURE TO COMPLY

- 6.1 HMRI employees may be subject to disciplinary action, up to, and including termination of employment or contract where it is established that they have breached this policy.
- 6.2 Conduct by an HMRI Representative (who is not an employee) which is inconsistent with this policy may be referred to the person's employer for investigation and/or disciplinary action in accordance with the employer's policies and procedures and HMRI may end the relationship.

7 DEFINITIONS

Belonging means the quality of, and satisfaction with, social connections and connection with place.

Diversity means difference, particularly differing genders, sexualities, abilities, health, ages, religions and beliefs, ethnicities and cultures, languages, socioeconomic status, parental status, carer status, knowledge, skills and experiences.

Equity means being fair and unbiased.

Inclusion means the act of making a person included, for example, part of a group, consideration, design, activity or structure.

Inclusive leadership means behaviours that demonstrate a visible awareness of bias, differing identities and perspectives; facilitate collaboration and diversity of thought; construct diverse teams where people feel they belong, are valued and respected; demonstrate empathy, humility, curiosity, openness, commitment, courage; challenge practice.

RELATED DOCUMENTS

- HMRI Whistleblower Policy
- HMRI Code of Conduct
- HMRI Grievance Procedure

VERSION CONTROL

Approval date	Effective date	Version
1 st June 2023 Board	07/06/23	08V1