



Diversity Policy

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1. Purpose

GOTABUG Group Pty Ltd is committed to the principles of equal opportunity and diversity in the selection and education of its workforce. This policy provides the framework to ensure that GOTABUG Group Pty Ltd is guided by the principles of equal opportunity, respect and inclusion. This policy is designed to comply with the spirit and intent of the Federal and State legislation.

2. Scope

All members of the GOTABUG Group Pty Ltd workforce have a responsibility to contribute to the achievement of an equitable workplace. This policy applies to all GOTABUG Group Pty Ltd staff, contractors, visitors or individuals engaged in business dealings with GOTABUG Group Pty Ltd

3. Definitions

Term	Definition
<i>Adverse action</i>	Discrimination on the basis on certain characteristics as defined under legislation.
<i>Diversity</i>	Ways in which people and groups of people are both alike and different.
<i>Equal opportunity</i>	Refers to all workers and potential workers, having equal access to opportunities to work at GOTABUG Group Pty Ltd.
<i>Equity</i>	The creation of opportunities for equal access to, and success in working for GOTABUG Group Pty Ltd
<i>Special measures</i>	Acts which GOTABUG Group Pty Ltd can take to enable substantive equality for individuals who belong to groups which have experienced past disadvantage, because of laws and rules, stereotypes and attitudes. Special measures aim to redress past disadvantage and improve outcomes and access to employment for people from these groups. Anti-discrimination legislation enables GOTABUG Group Pty Ltd to implement special measures for specific groups.
<i>Unlawful behaviour</i>	Refers to unlawful discrimination, unlawful harassment, victimisation, vilification and unlawful adverse action.
<i>Unlawful discrimination</i>	Occurs when a person, or a group of people, is treated less favourably than another person or group based on characteristics as determined by Federal and state legislation. Unlawful discrimination can be direct or indirect.
<i>Unlawful harassment</i>	When a person is made to feel intimidated, insulted or humiliated based on certain characteristics as determined by Federal and state legislation.
<i>Victimisation</i>	The less favourable treatment of a person or persons for their participation in making, supporting or resolving a complaint of discrimination, harassment or vilification, whether that participation was actual, intended or presumed. This includes a person or persons who have agreed to be witnesses in relation to a complaint.
<i>Vilification</i>	A public act that could incite others to hate, have serious contempt for, or severely ridicule a person or a group of people because based on certain characteristics as determined by legislation.

4. Policy Statement

GOTABUG Group Pty Ltd does not discriminate against workers or other persons based on age, race, colour, religion, ancestry, national origin, age, gender, sexual orientation, marital status, veteran status or physical or intellectual disability during recruitment, employment or other business dealings with workers or other persons as the result of the implementation of its policies, procedures and activities.

GOTABUG Group Pty Ltd is committed to ensuring the integration of the principles of diversity and equal opportunity for all workers and other people in its policies, procedures, decisions and operations.

GOTABUG Group Pty Ltd's activities are underpinned by the principles that:

- All people have the right to be treated fairly and equitably;
- There is equitable access to work and other opportunities for all people;
- Workers and other people are entitled to a work environment free from unlawful discrimination, harassment, vilification, bullying or other adverse and inappropriate behaviours;
- Diversity is respected and appreciated as contributing to the richness of the workplace;
- An inclusive and flexible environment, including the implementation of special measures when required, provides the best outcomes for the varied needs of the workers and workplace;
- Equal opportunity does not mean treating everyone in the same way and in order to redress the past disadvantages of particular groups, special measures are needed to improve employment and educational opportunities for people from these groups. These groups include women, Aboriginal and Torres Strait Islander people, people with a disability and people from culturally and linguistically diverse backgrounds; and
- Workers and other people have the right to raise complaints in good faith to GOTABUG Group Pty Ltd's leadership group and workers or colleagues without fear of retaliation or victimisation.

5. Policy Implementation

5.1 Characteristics which Federal and state legislation prohibit discrimination and harassment on the following:

- Race, colour, descent, nationality, ethnic, ethno-religious or national origin
- Religion
- Sexual orientation or preference
- Age
- Breastfeeding
- Disability
- Family or carer's responsibilities
- Marital or relationship status
- Political conviction
- Pregnancy or potential pregnancy
- Actual or imputed characteristics of any of the attributes listed above
- Association with a person identified by reference to any of the attributes listed above.

6. Procedures and Implementation

6.1 GOTABUG Group Pty Ltd will promote equal opportunity by:

- Endeavouring to take all reasonable steps to ensure that the work environment is free from unlawful discrimination, harassment, vilification, victimisation, bullying or other adverse and inappropriate behaviours.
- Ensuring inclusive policies, practices and programs in all its activities and services to take account of the needs of all workers involved in the workplace.
- Ensuring access, participation, retention and success of workers from underrepresented equity target groups.
- Monitoring workers compliance with this policy.
- Implementing training and awareness raising strategies to ensure that all staff understand their obligations with respect to worker equity.
- Providing an effective procedure for complaints based on the principles of natural justice.

6.2 Areas of Focus

While GOTABUG Group Pty Ltd recognises and supports safety and equity for all workers, we will provide targeted focus on the following groups:

a. Indigenous community

GOTABUG Group Pty Ltd is committed to improving the work satisfaction and engagement of indigenous workers. GOTABUG Group Pty Ltd will foster indigenous participation and success through provision of employment possibilities and operational support once employed.

b. Women in Non-Traditional Areas

According to the Workplace Gender Equality Agency¹, stereotyping of traditional men/women work causes segregation in workforces and workers. GOTABUG Group Pty Ltd is committed to not limiting women pursuing satisfying careers in non-traditional areas and aims to give all women the opportunity to gain valuable skills and experience.

c. Non English speaking workers

GOTABUG Group Pty Ltd is committed to employing workers from a non-English speaking background and will provide appropriate information instruction and support to ensure such persons can have a fulfilling work life and actively participate in workplace operations

6.3 Complaints

Any complaints by workers about breaches of this policy will be dealt with in accordance with contemporary human resource management protocols. All complainants retain their right to complain externally to the Australian Human Rights Commission or the State Anti-Discrimination Board.

¹ <https://www.wgea.gov.au/terms/non-traditional-roles>

7. Responsibilities

7.1 GOTABUG Group Pty Ltd

The Company Directors of GOTABUG Group Pty Ltd are responsible for creating an environment that is free from all forms of from all forms of discrimination, bullying, harassment and conflicts. Rather, the Directors will promote the principles of equity, diversity and inclusion continuously and embed these in its long term vision, strategy and plans. The Directors will consistently send messages that it provides an inclusive and welcoming environment for all workers regardless of their background or other attributes.

7.2 Workers

All workers are expected to adopt respectful and inclusive behaviours at work through their dealings with each workers and other persons.

Policy authorised by:

Name:	Managing Director
Signature:	<i>Barry Kelly</i>
Date:	19 October 2020
Review date:	19 October 2023