

Diversity, Equity and Inclusion Policy

POT-2303

REVISION: 1

1. POLICY STATEMENT

The Port of Townsville (the Port) is committed to creating a workplace that embraces Diversity, Equity and Inclusion (DEI) where employees are respected and have a sense of belonging. The Port values and respects all employees, contractors and directors, with a commitment to embracing diversity and creating an inclusive culture for our community, enhancing genuine connections across all ages, abilities and cultural backgrounds.


Diversity in the workplace may include a range of factors: age, gender, race, religion, culture, disability or sexual orientation. We value the differences of our people and how they contribute to improving innovation within our business. The Port will actively develop a workforce that respects and welcomes diversification, where diversity, equity and inclusion are at the forefront of everything we do.

The Port will actively and flexibly seek to accommodate the unique needs of all employees; ensuring that all employees are treated with respect and equity; and ensure that all business practices, policies and procedures are inclusive and accessible.

2. PURPOSE

The purpose of this policy is to:

- provide a framework by which the Port actively supports, encourages and celebrates a diverse workforce, an inclusive and respectful workplace and provide equitable opportunities for all;
- demonstrate the Port's commitment to DEI principles and how these will be embedded into our operations;
- provide all Port employees, contractors, directors and stakeholders with guidelines, required compliance and obligations for all, to ensure the Port is free from unacceptable and unlawful behaviours;
- support the Port's Diversity, Equity and Inclusion Plan;
- comply with legislative obligations under the *Public Sector Act 2022* (Qld).

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3. SCOPE

This policy applies to all employees, directors and contractors.

4. PRINCIPLES

The Port's DEI policy and DEI plan focusses on four diversity, equity and inclusion principles:

1. People feel valued and respected for who they are.
2. The Port is a safe and inclusive place to work.
3. We foster a diverse workforce at every level of our organisation.
4. Our policies and practices will be developed and reviewed to address unconscious bias in the recruitment process and workplace.

4.1 Measurable Objectives

The Port's Diversity, Equity and Inclusion Plan will:

- establish goals for representation of under-represented groups;
- implement initiatives to address any identified pay equity gaps;
- address leadership programs that promote equal opportunity, diversity and inclusion practices and a diverse and inclusive organisational culture; and
- implement learning and development programs that promote and embed EEO, diversity and inclusion practices within the organisation.

5. MONITORING AND REPORTING


The People and Culture team will regularly measure and report on the progress towards achieving diversity, equity and inclusion objectives and will conduct an annual assessment of the measurable objectives.

The CEO will regularly report to the Board on the progress towards achieving diversity, equity and inclusion objectives.

De-identified disclosure of diversity, equity and inclusion reporting and outcomes will be made to key stakeholders on an annual basis, including via the Port's annual report and reporting to the Public Service Commission.

6. TRAINING AND COMPLIANCE

People and Culture will proactively monitor organisational performance in meeting policy requirements and conduct regular reviews of the processes involved in recruitment, remuneration, performance

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management and learning and development to assess the implementation of and compliance with this policy.

All new Port employees are required to complete online diversity, equity and inclusion and workplace bullying, sexual harassment and equal employment opportunity training during their induction program.


Refresher training (either online or in person) on these topics will also be mandatory for all employees.

7. COMPLIANCE AND LEGISLATION

LEGISLATION
<p><i>Age Discrimination Act 2004 (Cth)</i></p> <p><i>Disability Discrimination Act 1992 (Cth)</i></p> <p><i>Fair Work Act 2009 (Cth)</i></p> <p><i>Racial Discrimination Act 1975 (Cth)</i></p> <p><i>Sex Discrimination Act 1984 (Cth)</i></p> <p><i>Workplace Gender Equality Act 2012 (Cth)</i></p> <p><i>Anti-Discrimination Act 1991 (Qld)</i></p> <p><i>Government Owned Corporations Act 1993 (Qld) s 148.</i></p> <p><i>Human Rights Act 2019 (Qld)</i></p> <p><i>Public Sector Act 2022 (Qld) ch 2.</i></p>

8. DEFINITIONS AND ACRONYMS

Diversity	Refers to the visible and invisible differences that exist between people, including (but not limited to) race, colour, physical features, sex, sexual preference, gender identity, lawful sexual activity, age, physical or mental disability, marital status, family responsibilities, pregnancy, breast feeding, carer responsibilities, religion, political opinion, national extraction, social origin, industrial activity, or trade union membership. It also refers to diverse ways of thinking and ways of working.
Equity	Refers to fair and impartial treatment, access and advancement. It is the concept of providing fair opportunities to all Port employees based on their individual needs. Each employee is provided with varying access to resources and privileges based on what each individual needs to succeed.
Inclusion	Refers to ensuring that current, future and potential employees have equitable opportunity in the organisation without any barriers or obstacles as a result of their race, colour, physical features, sex, sexual preference, gender identity, lawful sexual activity, age, physical or mental disability, marital status, family responsibilities, pregnancy, breast feeding, carer responsibilities, religion, political opinion, national extraction, social origin, industrial activity or trade union membership.


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9. RESPONSIBILITIES

Board	<ul style="list-style-type: none"> Approve this policy and authorise any changes.
Chief Executive Officer	<ul style="list-style-type: none"> Endorse this policy and recommend any changes to the Board. Reinforce the effective implementation and adherence of this policy. Promote and support a culture of respect and inclusion. Approving, with the executive leadership team, initiatives to achieve measurable objectives relating to EEO, diversity and inclusion. Report to the Board progress towards achieving diversity and inclusion objectives.
All Leaders (Supervisor level and above)	<ul style="list-style-type: none"> Promote awareness of this policy and ensure it is enacted within the workplace. Ensure that all employees in their work area have completed the appropriate training. Implementing and promoting approved initiatives to achieve measurable objectives relating to EEO, diversity and inclusion.
Employees	<ul style="list-style-type: none"> Completing induction and refresher training related to this policy. Contributing, as appropriate, to initiatives to achieve measurable objectives relating to EEO, diversity and inclusion.
People and Culture	<ul style="list-style-type: none"> Implementing and updating this policy. Arranging appropriate training as part of employees' inductions and refresher training. Coordinating the development of measurable objectives relating to EEO, diversity, equity and inclusion. Measure and report on progress towards achieving diversity, equity and inclusion objectives.


10. RELATED DOCUMENTS

Document Number	Document Title
POT-2309	Anti-Discrimination, Bullying and Harassment Standard
POT-0219	Code of Conduct
POT-2343	Fair Treatment Standard
POT-2279	Learning and Development Policy
POT-2268	Performance Review Procedure
POT-2247	Recruitment Policy

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11. DOCUMENT INFORMATION

Title of Document	Diversity, Equity and Inclusion Policy
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