



Indigenous Participation Plan

HRPL001

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Revision History

Table of Contents

Revision History	2
Term Definitions and Abbreviations	3
1 Process summary	4
2 Our Commitment	4
3 Key IPP Objectives	5
4 Implementation of the IPP	5
5 Local Content Commitment	5
6 Employment and Training Strategies	5
6.1 Employment Strategies	5
6.2 Training Strategies	6
6.3 Indigenous Workplace Engagement	6
7 Indigenous Business Opportunities	6
7.1 Indigenous Supplier Development	6
8 Reporting - Measuring Success	7
9 Targets	7
10 Reviews	7

Term Definitions and Abbreviations

Term or abbreviation	Definition
CEO	Chief Executive Officer
IPP	Indigenous Participation Plan
NAIDOC	National Aborigines and Islanders Day Observance Committee

1 Process summary

Charterhouse Recruitment Pty Ltd is one of Australia's leading recruitment agencies. We specialise in Permanent Recruitment, Contract Recruitment & Executive Search and have a proven track record in identifying and placing superior candidates across our chosen disciplines.

Charterhouse Recruitment is committed to developing a workforce that is inclusive and diverse and focuses on opportunities for Indigenous people within the communities we work.

This Indigenous Participation Plan has been developed to actively support our broad business strategy to improve Indigenous participation at all levels of our organisation and in the communities in which we work. Our intent is to build on and increase supplier diversity to create a more inclusive and sustainable economy for the indigenous communities.

By implementing this plan, we will create a diverse and inclusive skilled workforce and help close the gap for Indigenous people by proactively working with their communities to seek opportunities to various pathways.

These pathways include working with Indigenous traineeships, partnering with our clients to host internships and apprenticeships and collaborating with community groups for inspiration programs and increase local supplier diversity.

Charterhouse Recruitment will focus to increase our spend with indigenous businesses at a corporate level and work together to encourage their growth.

This is a national strategy for all departments and locations within Charterhouse Recruitment.

2 Our Commitment

Charterhouse Recruitment is committed to contributing to the development of Indigenous communities through the promotion of employment, career development and commercial opportunities.

Our Vision is to make a positive contribution towards sustainable change for our Indigenous people.

We recognise the need to demonstrate respect and understanding of the cultural, social, and economic issues which affect our Indigenous people as a result of the activities of industry in this country.

We will strive to:

- Respect Indigenous cultural rights, values, beliefs, and the on-going connection Indigenous people have with land, waters and community, and support culturally appropriate learning and development programs for Indigenous people.
- Work in partnership with Indigenous people to foster strong relationships to contribute towards their economic development and conduct our activities and operations in a manner that supports fundamental human rights, respects the traditional rights of indigenous people, and values their cultural heritage.
- Ensure we have an honest and open approach and adhere to cultural protocols when engaging with Indigenous peoples and have support structures in place for both our Indigenous and non-Indigenous employees.
- Support our actives through the provision of Aboriginal Cultural Awareness and related education programs.

3 Key IPP Objectives

- To develop a Corporate IPP that aligns with Charterhouse Recruitment employment, training, procurement, and business engagement strategies that works towards Indigenous targets that are appropriate for the size and scope of our business.
- To accelerate cultural preparedness within Charterhouse Recruitment by educating all employees on Indigenous affairs and cross-cultural awareness,
- To establish a sustainable employment and business engagement framework that provides long term opportunities,
- To provide accessible and equitable avenues for opportunities for Indigenous people,
- To enhance our community profile through culturally sensitive branding, appropriate language, and have a more active presence in the Indigenous communities in which we work, and
- To create sustainable opportunities for Indigenous communities in which we work.

4 Implementation of the IPP

Charterhouse Recruitment CEO and Senior leadership team will be responsible for ensuring the implementation and continuous improvement of this IPP. The Human Resource Team will work alongside the CEO and Senior Leadership team to ensure the execution and collaboration of this IPP.

5 Local Content Commitment

Charterhouse Recruitment are committed to leveraging its supply chain and collaborating with external stakeholders to ensure full, fair, and reasonable opportunities for Australian enterprises and the employment of Australians in areas in which we operate.

Charterhouse Recruitment define our Local Content as the composite value contributed to the Australian economy through direct and indirect sourcing of goods and services. This is extended to training and employment opportunities.

Our local commitment will see Charterhouse Recruitment:

- Explore and identify opportunities to engage with the local indigenous communities.
- Work constructively and collaborative with our clients, and suppliers to be accountable for continuous contribution to deliver our Local Commitment objectives
- Review our direct and indirect local content performance.

6 Employment and Training Strategies

Charterhouse Recruitment will at times collaborate to attract, retain and develop Indigenous employees. Charterhouse Recruitment welcomes the opportunity to also consult with our clients on suitable opportunities for Indigenous employment and training within the various industries our clients work within. s

6.1 Employment Strategies

Charterhouse Recruitment will allocate positions for Indigenous employment, that will assist in developing and enhancing diversity and inclusion across our business.

Charterhouse Recruitment predominately utilise internal recruitment process to advertise job vacancies however will also partner with organisations that foster indigenous development.

Charterhouse Recruitment will also utilise traditional owners, foundations, and government agencies in assisting with the attraction of employees.

Charterhouse Recruitment processes will be streamlined and reviewed to ensure they are culturally sensitive.

6.2 Training Strategies

Charterhouse Recruitment is committed to providing training and development opportunities for Indigenous people. The Company also recognises that the calibre and competence of our employees is vital to ensuring that we remain a successful, providing safe and effective service to our clients. To this end, we actively facilitate ongoing employee development through training and learning opportunities both on and off the job.

The establishment, maintenance and development of partnerships will also be utilised to locate employees through services networks and specialist recruitment providers. Training partners such as, TAFEs, foundations and organisations that support education will also be utilised in assisting with creating and leveraging opportunities where possible, including traineeships and apprentices.

The establishment of a sensitive and culturally aware workplace is critical in the retention and all Charterhouse Recruitment employees will participate in Cultural Awareness training, within the first 12-months of working with Charterhouse Recruitment.

6.3 Indigenous Workplace Engagement

Charterhouse Recruitment are committed to providing a positive workplace for all employees to have a meaningful and inclusive work experience and go home safely at the end of each day.

Charterhouse Recruitment is committed to Indigenous retention and development and will provide mentoring in the workplace both formal and informal to deal with workplace and/or home problems that may arise. We will ensure pastoral care issues are resolved and will work with the employees' Indigenous network to work through any issues.

Flexible working arrangements are in place to support Indigenous employees to meet their cultural needs.

7 Indigenous Business Opportunities

Charterhouse Recruitment will endeavour to optimise Indigenous economic business development opportunities where available. We will partner with local businesses to help them achieve financial return but also to help make a sustainable positive social impact. We will record and report in the actual dollar and percentage value of Indigenous business content achieved.

7.1 Indigenous Supplier Development

Charterhouse Recruitment will actively identify and engage Indigenous suppliers, that are able to supply goods and services at a corporate level. Charterhouse Recruitment have identified opportunities for indigenous supplier across Australia, including but not limited to:

- Stationary,
- Water Bottle (5-litre water Bottles) for water dispenser,
- Waste Management Services,
- Promotional material, and
- Courier.

Charterhouse Recruitment will assist Indigenous suppliers with the pre-qualifying and on-boarding of new business to provide them ample opportunities to be on the supplier list.

8 Reporting - Measuring Success

Charterhouse Recruitment will regularly report on actual numbers of Indigenous engagement from spend to community indigenous participation, Indigenous activities, events, and employment opportunities.

It will be critical to establish baseline data to measure progress at regular intervals i.e., the monthly operations meeting, the following will be reported on:

- (1) Indigenous Working Group – Charterhouse Recruitment will set-up an Indigenous working group to assist in achieving the targets in this participation plan,
- (2) Employment – success will be measured by the number of employees who identify as Indigenous Australia that commenced employment with Charterhouse Recruitment,
- (3) Retention – success in the retention of Indigenous employees will be measured by the number of employees who self-identify as Indigenous Australians and this includes the monitoring of exit interviews,
- (4) Corporate Indigenous Spend – success will be measure by the meaningful spend to enhance an indigenous business or community,
- (5) Culture Awareness Training – success will be measured by the number of employees that have participated and complete culture awareness training,
- (6) Indigenous Community Involvement – success will be measured by the way Charterhouse Recruitment are involved in indigenous events and activities for NAIDOC week.

9 Targets

Activity	Explanation of Activity	Responsibilities	Achieve By	Target
Indigenous Working Group	Set-up an Indigenous working group and invite employees to join the working group	CEO	September 2021	Working group established & meeting monthly to discuss participation compliance
Indigenous Employment	Number of employees that identify as indigenous	CEO & GMs	December 2021	3 employees By December 2021
Increase Indigenous Spend	Work to actively engage Indigenous businesses	Office Managers & HR Manager	September 2021	Report on indigenous spend during monthly operations meetings
Cultural Awareness Training	All Charterhouse Recruitment employees participate and complete training	HR Manager	December 2021	All employees by December 2021
Indigenous Community Involvement	Join in NAIDOC week celebrations	CEO & HR Manager	August 2021	Promotion and involvement in NAIDOC week celebrations

10 Reviews

This Corporate IPP is a live document and will be reviewed at each monthly operations meeting to ensure we are on track to meeting our indigenous commitment.