

1.0 Introduction

Momentum recognises, respects, promotes and celebrates Diversity and are committed to a workplace which is inclusive that embraces and promotes diversity. Momentum acknowledges the unique contributions of people with diverse backgrounds, experiences and perspectives to provide services and assistance to an equally diverse client base. This Policy expresses and promotes our commitment to diversity in the workplace.

2.0 Purpose

2.1 Scope

2.1.1 This policy applies to all employees of Momentum, including permanent, temporary and casual workers across Australia. This applies to contractors, suppliers, visitors and volunteers to Momentum's workplace. This policy continues to apply to workers on-hired at host employer's workplaces wherever that may be.

2.2 Responsibilities

2.2.1 Managing Director is responsible for approving this policy.

2.2.2 The Operations team is responsible for the establishment of this policy.

2.2.3 All employees of Momentum, including permanent, temporary, casual and contractor workers are responsible for adhering to this policy.

3.0 Definitions

- **Workplace Diversity** - Workplace diversity refers to a variety of differences between people within our organisation and the need to recognise that each individual in unique and carried individual differences. These differences can include ethnicity, sexual orientation, general, physical abilities, age, family status, religious perspectives and beliefs, experiences or other ideologies.
- **Equal opportunity:** All people will be treated equally or similarly and not disadvantaged by prejudices or bias. 'Equal opportunity' in employment means ensuring people are treated on a fair and equitable basis in the workplace, on the basis of their skills and abilities, whatever their differences in other respects.
- **Discrimination:** when a person, or a group of people, is treated less favourably than another person or group because of their background or certain personal characteristics.
- **Harassment:** when a person is treated less favourably on the basis of certain personal characteristics, such as race, sex, pregnancy, marital status, breastfeeding, age, disability, sexual orientation, gender identity or intersex status.
- **Bullying:** Repeated, unreasonable behaviour, can be physical or verbal, directed towards a person or group of people creating a risk to their health and safety psychological or physical.

4.0 Policy Statement

4.1 Momentum is committed to the following statements:

- 4.1.1 An inclusive workplace where every individual can grow and enables employees, workers and contractors to reach their full potential.
- 4.1.2 We leverage the value of diversity for all our stakeholders to deliver the best client and candidate experiences, improved performance and stronger corporate reputation.
- 4.1.3 The disadvantages faced by Aboriginal and Torres Strait Islander Peoples within Australia, affirm their significant place and identity as first Australians, and Momentum's commitment to providing fair opportunities for them to grow within Momentum.
- 4.1.4 The need for balanced representation of women and men at all level and in key organisational and management decisions as some diversity issues, particularly as they relate to gender operate differently across Momentum.
- 4.1.5 We respect and acknowledge the rights and abilities of people with disabilities in the workplace.
- 4.1.6 We value working within culturally and linguistically diverse communities and is to reflect in our workforce and in our organisation practices.
- 4.1.7 All employees of Momentum, including permanent, temporary and casual workers are responsible for adhering to this policy and treat breaches to this Policy seriously.

5.0 Responsibilities

- 5.1 Momentum is responsible for creating a culture that encourages respect and welcomes individual differences together with a range of different value systems. We aim to promote our diversity practices and value staff input into new and creative ways to promote diversity. This includes:
- 5.1.1 Facilitating a management culture that values and promotes diversity.
 - 5.1.2 Encouraging the contribution and successful participation of staff and volunteers from diverse backgrounds.
 - 5.1.3 Enhancing visibility of diverse groups within the organisation
 - 5.1.4 Ensuring staff are aware of their rights and responsibilities.
 - 5.1.5 Management are responsive within their role in promoting diversity, communicating and contributing to policies and procedures by effectively working with staff to integrate the values of diversity into employment practices.
 - 5.1.6 All employees of Momentum, including permanent, temporary and casual workers are responsible understanding this policy and incorporating it into their daily work practices.
 - 5.1.7 Developing, implementing, maintaining and communicating appropriate policies and initiatives that embody and action our values of diversity. This will incorporate an analysis or target groups and job categories, and reference to relevant diversity statistics to guide policy decisions and action plans/initiatives.

6.0 Internal Recruitment and Selection

Momentum promotes and embraces diversity during the recruitment and selection processes by providing training and resources to those responsible for recruitment. This may cover recruitment strategies, interview questions and methods of reference checking.

7.0 Training and Support

Momentum will ensure all new staff are aware of the content of the Diversity Policy when they join the organisation by including it in the induction process and by providing relevant support and resources relating to diversity practices.

8.0 Monitoring

Momentum will ensure our diversity practices are monitored to inform policies and action plans. This will be with reference to external information such as relevant legislation and best practice within other organisations. Internally we consider the EEO policy and legislation as a driving and guiding tool to assist in the continuing management of our Diversity policy in actual practice.

9.0 Policy Reviews

Momentum review Policies and the Procedure yearly. We may amend the Policy and Procedure outside of this period to ensure their currency with respect to relevant legislation and other relating Policies and Procedures for effectiveness and operation of the Policy and Procedures.

10.0 Breaches

Momentum treats breaches relating to this policy seriously, any potential breaches to this policy will be investigated and disciplinary action may occur.

11.0 Policy Information

Related Documentation	Code of Conduct Policy Workplace Bullying and Harassment Policy
References	New South Wales – Anti-Discrimination Act 1977 Queensland – Anti-Discrimination Act 1991 Victoria – Equal Opportunity Act 2010
Contact	Operations
Approved by	Managing Director