Australia Post

Group Diversity and Inclusion Policy

Rationale and Scope

Australia Post is committed to being an inclusive workplace where everyone is treated fairly, with respect and dignity. Australia Post's commitment to this policy embeds the importance and value of diversity and inclusion within the culture of Australia Post and recognises benefits of achieving this.

This policy aims to set out the principles that underpin our commitment to Diversity and Inclusion, allowing us to:

- Help to build a safe work environment by taking action against inappropriate workplace and business behaviours that do not value diversity including discrimination, harassment, bullying, victimisation and vilification.

- Attract, retain and develop a diverse mix of employees fostering an environment where everyone has the opportunity to participate and is valued for their distinctive skills, experiences and perspectives.

- Implement recruitment, talent and succession processes which promote diversity across our workforce.

- Develop and invest in our leaders to ensure we have a culture of Inclusion where diversity is embraced, and decisions are objective and merit based.

- Develop flexible work practices to meet the differing needs of our employees.

- Enhance customer service and market reputation through a workforce that respects and reflects the Diversity of our customers and the community.

This Policy applies to the Australia Post Group (Group), which is defined as the Australian Postal Corporation and its subsidiaries. This includes, but is not limited to, directors, employees, contractors, licensees and franchisees of the Group.

Policy Principles

Managers are responsible for seeking to ensure that employees are provided with equal opportunity in all aspects of their work with Australia Post. The responsibilities of a manager are to seek to:

- foster an inclusive workplace, where all employees feel a sense of belonging;

- promote and encourage participation in the Australia Post Diversity and Inclusion employee groups;

- provide equal opportunities for learning, development and promotion to all employees irrespective of age, disability, gender, gender identity, sex, sexuality and/or cultural background;

- ensure the TIES (Trust, Inclusivity, Empowerment and Safety) behaviours are role modelled, understood, valued and consistently maintained within their teams;

- maintain proper standards of conduct in line with the Australia Post Leadership expectations and provide a work environment that is culturally sensitive and celebrates difference; and

- ensure that all new employees understand their role and are provided with this Group Diversity and Inclusion Policy. All employees should be advised on how to update their online diversity profile and where they can find further information on Diversity and Inclusion focus areas, programs and initiatives on the Diversity and Inclusion page of Isaac on commencement of employment with Australia Post.

Everyone plays a role in ensuring the people they work with are respected and included and can safely share their perspectives, skills and experiences.

Policy Support and Administration

Detailed information to support this Policy including an overview of actions, plans and initiatives are available through links on the Group Intranet Site under Diversity and Inclusion or for further guidance contact diversityandInclusion@auspost.com.au.

Classification: INTERNAL

This Policy aligns to and complements other policies including our Code of Conduct, human resources and workplace safety policies, as well as additional information that is available on the Australia Post intranet sites.

Policy Sponsor: Executive General Manager, People and Culture

Policy Owner: General Manager, Talent Remuneration Culture and Capability

Version Number: V 2

Approved By: The Board

Approved On: 26 August 2021

Effective Date: 26 August 2021

Next Review Date: 26 August 2024

Glossary

Term	Definition
Diversity	Diversity at Australia Post refers to all characteristics that make individuals different from each other. It includes characteristics or factors such as religion, race, ethnicity, nationality, language, gender, gender identity, sexual orientation, marital or family status, disability, age or any other area of potential difference. A diverse workplace is about the commitment to equality and the treating of all individuals with respect.
Inclusion	Inclusion is harnessing our diverse workforce to work together effectively, where people are respected, connected, progressing and contributing to organisational success. We recognise the important role leaders play in creating an inclusive culture and building inclusive teams where everyone of our people feel they belong, are valued and respected, can speak up and contribute while developing their careers.