



Gender Equality, Inclusion & Diversity Policy

1 Introduction

- 1.1 Clear Corporate Technology Pty Ltd ("**the Company**") is committed to creating a workplace where all people are respected and treated fairly regardless of their personal differences and where both women and men are equally represented, valued and rewarded in the workplace.
- 1.2 The Company believes in creating and fostering a supportive and understanding environment in which all individuals realise their maximum potential, regardless of their differences.
- 1.3 The Company recognises that a diverse and inclusive workforce is a competitive advantage in retaining and attracting the best people to maintain the success of the business.
- 1.4 Improving and promoting gender equality and diversity in the workplace will enable the Company to achieve a high-performance workforce, improve productivity, increase innovation and creativity, and build social inclusion.
- 1.5 The Company acknowledges and thrives in the diversity of backgrounds and experiences of its Workers and will not tolerate behaviours, language or practices that label, stereotype or demean others. Such unacceptable conduct may lead to disciplinary action including termination of employment/services.
- 1.6 This policy should be read in conjunction with the EEO, Discrimination, Bullying and Harassment Policy.

2 Scope

- 2.1 This Policy applies to all Workers of the Company.
- 2.2 Workers must comply with the policy at all times during work, when representing or acting on behalf of the Company and at work related events and social functions. Workers are also encouraged to live their personal life with the objectives of this policy in mind always.

3 Definitions

- 3.1 **Diversity** is a term used to describe the differences and uniqueness of people. It may include differences in skill and knowledge, race, religion, sexual orientation, gender, parental/family responsibilities, age, disability, socio-economic status, marital status, political beliefs or other ideologies.
- 3.2 **Gender Equality** is human right. It refers to all people, irrespective of gender, having equal rights, responsibilities and opportunities. Gender Equality means that women's and men's rights, responsibilities and opportunities will not depend on whether they are male or female.
- 3.3 **Inclusion** means that all people, regardless of their differences, are treated with respect and dignity. Inclusion also refers to ensuring that all current and future employees have access to equal

opportunities in the workplace.

- 3.4 **Workers** refer to employees, independent contractors and volunteers of the Company.

4 Recruitment

- 4.1 The Company recruits individuals based on merit and suitability to the role, irrespective of gender and other personal characteristics.
- 4.2 The Company is committed to recruiting people from all backgrounds. The Company believes that our Workers from many different cultural and national backgrounds provide valuable knowledge for understanding and reflecting our customers in local markets.

5 Career Development and Promotion

- 5.1 The Company rewards excellence and all Workers are promoted on the basis of their performance.

6 Company Responsibility

- 6.1 The Company has a legal and morale obligation to provide equal opportunity in employment and a workplace which embraces diversity free from discrimination and harassment.
- 6.2 The Company commits to:
- i. engaging fairly and equitably with all Workers in a positive, respectful and constructive manner;
 - ii. promoting an inclusive culture throughout the workplace that values gender equality and diversity;
 - iii. overcoming barriers to gender equality and diversity in the workplace;
 - iv. ensuring all managers and Workers understand the objectives of this policy;
 - v. ensuring Workers are paid fairly and according to merit, irrespective of gender or other personal differences;
 - vi. ensuring all Workers have equal opportunity to participate in and contribute at all levels of the workplace and to receive appropriate acknowledgment and equitable reward for that participation and contribution;
 - vii. through its operations, establishing a workplace which eliminates gender inequity and unconscious bias; and
 - viii. regularly reviewing employment practices and procedures so that fairness is maintained.
- 6.3 The Company acknowledges the disadvantaged position some individuals have had historically in the workplace and general community because of their gender and other personal characteristics and recognises that achieving gender equality and diversity may require different treatment of men, women, intersex, transgender and gender and other diverse people in some circumstances to

achieve similar outcomes.

7 Management Responsibility

- 7.1 Managers are required to actively pursue the goals of this policy through the following approaches:
- i. ensure that all Workers are treated with respect and dignity;
 - ii. ensure that recruitment, retention, performance management and promotion processes are based upon individual merit and not an individuals gender, marital status, pregnancy, parental or family responsibilities, race, age, physical or mental disability, sexual orientation, transgender, political or religious beliefs, social origin trade union activity or inactivity or physical appearance;
 - iii. challenge stereotypes that promote prejudicial and biased behaviours and practices;
 - iv. encourage empathy and fairness towards others;
 - v. apply the Company's standards of behaviour and expectations fairly amongst all Workers.
 - vi. promote a culture of equality and fairness by eliminating favouritism and bias in the workplace;
 - vii. ensure all Workers are provided with the same tools and information to complete their job to the best of their ability;
 - viii. ensure assistance is provided to all Workers equally when requested; and
 - ix. actively respond to a Worker's concern in relation to a breach of this policy.
- 7.2 Reasonable adjustments to work practices will be made, where appropriate, to Workers with disabilities in accordance with state WHS legislation.

8 Workers Responsibilities

- 8.1 All Workers have a responsibility to:
- i. comply with this policy;
 - ii. monitor the working environment to ensure that acceptable standards of conduct are observed at all times;
 - iii. model appropriate behaviour;
 - iv. treat all fellow Workers equally with respect and dignity; and
 - v. seek appropriate advice and assistance when dealing with complaints.

9 Correcting Inequities

- 9.1 Workers who believe they have not been treated fairly in accordance with this policy should escalate their concern via the procedure outlined in the Grievance Policy.

10 Breach of this policy

- 10.1 Any Worker who is found to have breached this policy may be subject to disciplinary action, up to and including termination of employment/services.