



Diversity and Inclusion Policy

Health and Plant Protein Group Limited

1. Purpose

Health and Plant Protein Group recognises the benefits of diversity in the workforce through which a wide array of perspectives can result in fresh ideas and perceptions which promote innovation and business success.

A diverse workforce is one that embraces the diverse skills and perspectives that people bring to the organisation through their gender, origin, ethnicity, culture, disability, age, sexual orientation and/or religious beliefs. Diversity also encompasses the many ways people differ in terms of their education, life experience, job function, work experience, personality, location, marital status and carer responsibilities.

It is for these reasons that Health and Plant Protein Group is committed to:

- (a) Providing a diversity inclusive workplace in which everyone has the opportunity to fully participate and is valued for their distinctive skills, experiences and perspectives.
- (b) Incorporating diversity into its business practices through its corporate social responsibility initiatives that aim to improve the quality of life for its workforce, their families, communities and society at large.

2. Policy Statement

2.1 Agenda

Health and Plant Protein Group's diversity agenda focuses on the visible and invisible differences that exist between people, such as gender, education, ethnicity/culture, language, physical and mental ability and flexibility as key levers linked to building a high performing and sustainable organisation.

2.2 Objectives

Valuing and managing diversity means that Health and Plant Protein Group will:

- (a) Facilitate equal employment opportunities based on relative ability, performance or potential;
- (b) Build and maintain a safe work environment by taking action against inappropriate workplace and business behaviour that does not value diversity including discrimination, harassment, bullying, victimisation and vilification;
- (c) Develop flexible work practices to meet the differing needs of our employees at different stages of their life cycle;
- (d) Attract and retain a skilled and diverse workforce as an employer of choice;
- (e) Enhance customer service and market reputation through a workforce that respects and reflects the diversity of our customers and partners;
- (f) Improve the quality of decision-making, productivity and teamwork;
- (g) Meet the relevant requirements of legislation and human resource policies;
- (h) Align with world leading practice; and
- (i) Create an inclusive workplace culture.

2.3 How are objectives met?

These objectives are met through a combination of:

- (a) Diversity targets (measurable objectives for diversity)
- (b) Training programs in leadership
- (c) Human Resource policies, systems and processes
- (d) Sponsorships and events
- (e) Internal communications and awareness processes

3. Definitions

Non-inclusive behaviours include:

- (a) Direct discrimination is denying a person of an opportunity or treating them less favourably because they belong to a particular group or category. For example: not employing a male applicant on the grounds of females typically doing the job.
- (b) Indirect discrimination occurs when an action or policy which appears to treat everyone equally, has a discriminatory effect against a certain group of people. For example: holding workplace meetings after work hours when employees with family responsibilities would find it hard to attend.
- (c) Harassment is any form of behaviour that is unwelcome and which offends, humiliates or intimidates a person.
- (d) Sexual Harassment is any form of unwelcome sexual attention. This may be obvious or indirect, physical, or verbal, intentional or unintentional, or behaviour that creates a sexually hostile or intimidating environment.

- (e) Bullying is the repeated less favourable treatment of a person by another or others that may be considered unreasonable and inappropriate workplace behaviour. The behaviours can be physical, verbal or non-verbal. For example: assaulting, shouting or isolating a person in the workplace.
- (f) Victimisation is when an employee is treated less favourably for making a complaint or providing information as a witness. For example: using pay back, refusing to acknowledge the person, removing or reducing benefits.
- (g) Vilification is conduct that incites hatred against, serious contempt for, or revulsion or severe ridicule of another person or group of persons on the grounds of race, ethnic religious beliefs, HIV or AIDS, transgender or homosexuality. For example: graffiti that encourages hatred of a particular race of people.

4. Key terms

Diversity is recognising and valuing the unique contribution people can make because of their individual background and different skills, experiences and perspectives. People differ not just on the basis of race and gender, but also other dimensions such as lifestyle, education, physical ability, age and family responsibility.

Inclusion is actively valuing a person or group's diversity and making them part of Health and Plant Protein Group's success, by providing opportunities for their full participation at every opportunity – regardless of differences such as age, gender, physical or mental ability and culture or family responsibilities.

Vicarious liability is a legal term used to describe when a person or organisation has knowledge or is a witness to discrimination, harassment or workplace bullying and fails to take reasonable action to prevent it from occurring (including reporting). The person and/or the organisation can be held legally responsible and cannot claim not to have known.

Corporate Social Responsibility is a continuing commitment by the business to behave ethically and contribute to economic development and environment protection while improving the quality of life of the workforce, their families and the local community and society at large. It is a genuine attempt to build meaningful relationships between the corporate sector and the rest of society.

5. Responsibility

Health and Plant Protein Group 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 diversity practices and value staff input into new and creative ways to promote diversity. This includes:

- (a) Facilitating a management culture that values and promotes diversity.
- (b) Encouraging the contribution and successful participation of staff from diverse backgrounds.
- (c) Enhancing the visibility of diverse groups within the organisation.
- (d) Ensuring staff are aware of their rights and responsibilities.

Managers are responsible for understanding their role in promoting diversity within the organisation, communicating and implementing policies and procedures effectively and working with staff to integrate the values of diversity into employment practices.

Staff are responsible for understanding this policy and incorporating it into their daily work practices.

6. Framework for integrating diversity in employment

6.1 Policy

Health and Plant Protein Group is responsible for developing, implementing, maintaining and communicating appropriate policies and initiatives that embody and action the company's values of diversity. This will incorporate an analysis of target groups and job categories, and reference to relevant diversity statistics to guide policy decisions and action plans/initiatives.

6.2 Recruitment and Selection

Health and Plant Protein Group is responsible for promoting an approach to recruitment that includes a consideration and understanding of diversity. Appropriate training and resources will be made available to those responsible for recruitment including recruitment strategies (which vary for different job categories) and guidelines; interview questions; methods of reference checking.

6.3 Training and Support

Health and Plant Protein Group will ensure that all new staff are aware of the contents of the Diversity policy when they join the organisation by including it in the company's induction as well as providing relevant resources and support relating to diversity practices.

6.4 Monitoring

Health and Plant Protein Group will ensure that its diversity practices are monitored against action plans. This policy will be reviewed on an ongoing basis to reflect changes in the law, demographics and group priorities.

6.5 Enforcement

Health and Plant Protein Group does not tolerate non-inclusive behaviour and upholds the law aimed at preventing vicarious liability. To achieve this Health and Plant Protein Group expects its employees to:

- (a) Uphold and demonstrate Health and Plant Protein Group's core values and Code of Conduct;
- (b) Attend diversity awareness training as required;
- (c) Understand and comply with Diversity policies and procedures;
- (d) Be assertive to prevent inappropriate and non-inclusive behaviours of discrimination, harassment, bullying, victimisation, and vilification; and
- (e) Willingly adapt behaviour if required to ensure appropriate workplace conduct.

6.6 Resolution Options

Health and Plant Protein Group supports any employees who are subjected to inappropriate behaviours through its Resolution Options. There are three resolution options the employee can choose from as follows:

- (a) Informal complaint – usually a verbal complaint about a minor incident. The most suitable resolution option here is the person is encouraged to address and resolve the issue with the other party directly. They can also seek information or assistance from their direct line manager or through Lifeworks, the confidential employee assistance program offered by the company.
- (b) Formal Complaint (internal) – more serious complaint which is put in writing to a member of the Senior Executive team (CFO, COO or Executive Chair/CEO).
- (c) Formal Complaint (external) – usually for an extremely serious complaint lodged with an external provider e.g. Anti-Discrimination Commission. A formal investigation will occur.

A high degree of discretion, sensitivity and confidentiality must be exercised by all those involved at any stage of resolving the complaint.

Approved by the Board of Health and Plant Protein Group Limited

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