
Diversity & Inclusion Policy

Diversity & Inclusion Policy

1. Scope

This policy sets out guidelines on Diversity & Inclusion for employees, contractors, volunteers and Board and committee members (“People”) of The Tax Institute and its related companies or wholly owned subsidiaries (“The Tax Institute”).

2. Purpose

We are committed to providing a safe and respectful environment for our People and members of our community that is inclusive and that values and embraces diversity.

We recognise that diversity and inclusion better enables us to attract and retain the best talent, help our People develop and grow, and create a better workplace experience for everyone. It also allows us to deliver higher quality services to our members. Diversity and inclusion opens us to new ideas and greater diversity of thought, which will make The Tax Institute more successful.

We want to be known as a leader in diversity and inclusion and be seen as advocates for diversity and inclusion.

Our goal is to create a diverse and inclusive environment that is reflective of our community, where everyone is treated with respect and where everyone experiences a sense of belonging.

This policy sets out the guiding principles that underpin our approach to diversity and inclusion.

3. Application

This policy applies to all of our employees, contractors and office holders of The Tax Institute. Its principles are also to be applied by our board, committees, steering groups and volunteers.

4. Diversity & Inclusion Committee

The Chief Executive Officer of The Tax Institute will establish a Diversity & Inclusion Committee that will:

- provide strategic guidance to the Board about the application of this policy;
- produce, implement and maintain a diversity and inclusion strategic plan for adoption by the Board that sets measurable objectives and activities related to Diversity & Inclusion;
- continuously review our systems and processes to identify areas for improvement;
- monitor and report on our organisation’s progress on diversity and inclusion as set out in this policy and the Diversity & Inclusion strategic plan;
- be advocates for diversity and inclusion in our organisation.

5. Definitions

Disability	<ul style="list-style-type: none"> • as outlined in the “Disability Discrimination Act 1992”, or as defined by the Disability Services Act of Australia 1988, disability is defined as: <ul style="list-style-type: none"> ○ total or partial loss of the person's bodily or mental functions; ○ total or partial loss of a part of the body; ○ the presence in the body of organisms causing disease or illness; ○ the presence in the body of organisms capable of causing disease or illness; ○ the malfunction, malformation or disfigurement of a part of the person's body; ○ a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction; ○ a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour
Diversity	<ul style="list-style-type: none"> • the practice or quality of including or involving people from a range of different social and ethnic backgrounds, and of different genders and sexual orientations
Equity	<ul style="list-style-type: none"> • the practice or quality of being fair and impartial
Inclusion	<ul style="list-style-type: none"> • the practice or policy of providing equal access to opportunities and resources for people who might otherwise be excluded or marginalised, such as those who have physical or mental disabilities and members of other minority groups

6. Guiding principles

The following principles will guide our decision-making and operations:

- We create an environment that values all forms of differences, whether visible or non-visible. This includes gender, nationality, ethnicity, religion, culture, language, sexual orientation, gender identity, disability, age, family status.
- We create an environment that values differences in background and life experience.
- We value and encourage diversity of thought and perspective.
- We create an environment where all our People feel a sense of inclusion and belonging.
- We ensure that everyone has equal employment opportunity.
- We ensure that our hiring practices are free from bias and promote a diverse and inclusive workforce.
- We ensure that our decisions are made free from bias.
- We regularly review our systems and processes to identify areas of bias and take appropriate action to rectify those areas.

- We encourage all of our People to be advocates for diversity and inclusion.
- Our leaders role model and encourage behaviour that is consistent with creating a diverse and inclusive environment.
- We treat all of our People fairly and with respect and reward and recognition is based on merit.
- We create an environment where all team members can bring their whole and authentic selves to work and perform at their best.
- We create an environment that is free of discrimination, harassment and bullying.
- We celebrate our diversity.
- We make reasonable adjustments where required to accommodate differences.
- We take a zero-tolerance approach to behaviour that is inconsistent with this policy.
- We speak up about behaviour that is inconsistent with this policy.

7. Specific objectives

We work towards the following objectives related to diversity and inclusion:

- We aim to achieve gender equality, both in opportunity and by closing any gender pay gaps.
- We create increased opportunities for First Nations peoples and people of all cultures to join our team and participate in our community.
- We enable members of the LGBTQI+ community to join our team and be their authentic selves.
- We make reasonable adjustments to ensure our premises and online platforms are accessible to our People and members with disabilities.
- We create a flexible working culture to enable our People to balance their work and life commitments.
- We ensure diversity and inclusion principles are included in key programs and initiatives.
- We will implement policies that address impediments to inclusion and diversity. This could include flexible working arrangements, training and development opportunities and access to paid parental leave.
- We will take reasonable steps (including communicating expectations and responsibilities of our People) to ensure our working environment is free from unlawful discrimination, harassment, vilification, victimisation, bullying or other adverse and inappropriate behaviours
- We will provide training and awareness strategies to ensure all individuals know their rights and responsibilities.
- We will provide regular training with our People to ensure they are aware of this policy and the guiding principles in this policy are implemented in practice.
- We will provide appropriate levels of funding to enable diversity and inclusion where required to enable the achievement of the objectives set out in this policy.

8. Accountabilities & responsibilities

The Tax Institute fully supports creating and maintaining an inclusive and diverse environment. To achieve these objectives, The Tax Institute will:

- Monitor the application of this policy and will report to the Board on our performance against the policy objectives, via the Diversity & Inclusion Committee.
- Conduct a regular review of this policy and recommend any changes to the Board that it considers necessary to improve the effectiveness of the policy.
- Monitor behaviour that is consistent with this policy and take steps to ensure our People are acting in accordance with these guiding principles set out in this policy.
- Work towards achieving the specific objectives as set out in in this policy.
- Ensure our People contribute to an inclusive workplace where possible and respecting diversity in our workplace by acting in accordance with the guiding principles set out in this policy.

9. Reporting inconsistent behaviour

We encourage any of our People who believes they have witnessed or been subject to behaviour that is inconsistent with this policy to take appropriate action:

- if you feel comfortable to do so, the first step may be to tell the person that their behaviour is inappropriate and ask them to stop;
- if you do not feel comfortable raising the concern directly with the person, you should seek assistance from the People & Culture team.

Where appropriate, we will conduct inquiries into complaints made and will seek to resolve the issue. If an investigation is conducted, we will do so as soon as possible and will respect appropriate levels of confidentiality.

Employees found to have engaged in any conduct outlined in this policy may be subject to disciplinary action up to and including termination of employment. Other measures may include mediation, counselling, training or a disciplinary warning for employees, contractors and volunteers.

10. Reporting systemic issues

We aim to create an environment where our People can raise any aspects of our policies, procedures or practices that are inconsistent with this policy so they can be consistently improved.

If a Person notices aspects of our policies, procedures or practices that are inconsistent with this policy, please raise them with the People & Culture team. The People & Culture team will review them, and action as required.

11. Implementation of this policy

We will ensure that all of our People are made aware of this policy and that it is easily accessible.

We will conduct regular training with our People to ensure they are aware of this policy and that the guiding principles in the policy are implemented in practice.

This policy is to be read in conjunction with other TTI policies including: Respectful Workplace, Privacy, Safety & Well-being and any other relevant policies.

12. Need more information?

Please contact the General Manager, People & Culture on 02 8223 0019.