

1. Introduction

Momentum values and respects diversity in the workplace. We are dedicated to fostering a culture that promotes inclusivity and celebrates individual differences. We acknowledge the unique contributions of individuals from diverse backgrounds, experiences, and viewpoints as they serve our equally diverse client base. This policy outlines Momentum's commitment to embracing diversity in the workplace.

2. Purpose

2.1 Scope

This policy applies to all employees of Momentum.

2.2 Responsibilities

- The Managing Director is responsible for approving this policy
- The Operations Team is responsible for the establishment and maintenance of this policy
- All employees of Momentum are responsible for conforming to the expected behaviours and conduct outlined within this policy

3. Definitions

Workplace Diversity – Workplace diversity refers to a variety of differences between people within our organisation and the need to recognise that everyone is unique and carries individual experiences. These differences can include ethnicity, sexual orientation, general or 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 be disadvantaged by prejudices or biases.

'Equal Opportunity' in employment means ensuring people are treated on a fair and equitable basis, based on their skills and abilities, regardless of differences in other respects.

Discrimination – When a person, or group of people are treated less favourably than another person or group because of their background or certain personal characteristics.

Harassment – When a person is treated less favourably based on certain personal characteristics, such as race, sex, pregnancy, marital status, breastfeeding, age, disability, sexual orientation, gender identity, or intersex status.

Bullying – Repeated, unreasonable behaviour, that can be physical or verbal, directed towards a person or group of people creating a risk to their health, safety, and psychological or physical wellbeing.

4. Policy Statement

Momentum is committed to:

- An inclusive workplace where every individual can grow, and enables employees, workers, and contractors to reach their full potential
- We leverage the value of diversity for all our stakeholders to deliver the best client and candidate experience, improved performance, and stronger corporate reputation

- The disadvantages faced by First Nations Peoples within Australia, affirm their significant place and identity as the first Australians, and Momentum's commitment to providing fair opportunities for them to grow within Momentum
- The need for a balanced representation of women and men at all levels and in key organisational and management decisions as some diversity issues, particularly concerning gender as they operate differently across Momentum
- We respect and acknowledge the rights and abilities of people with disabilities in the workplace
- We value working within culturally and linguistically diverse communities, and this is reflected in our workforce and organisational practices
- All employees of Momentum, including permanent, temporary, and casual workers are responsible for adhering to this policy

Momentum is dedicated to maintaining accountability when managing and cultivating a workplace culture that encourages respect for all individuals. Our goal is to promote diversity and inclusion practices by inviting employee feedback, which allows us to adapt and take a forward-thinking approach in our efforts. This includes:

- Facilitating a management culture that values and promotes diversity
- Encouraging the contribution and successful participation of staff and volunteers from diverse backgrounds
- Enhancing the visibility of diverse groups within the organisation
- Ensuring staff are aware of their rights and responsibilities
- Management is responsive within their role in promoting diversity, communication, and contributing to policies and procedures by effectively working with staff to integrate the values of diversity into employment practices
- All employees of Momentum, including permanent, temporary, and casual workers are responsible for understanding this policy and incorporating it into their daily work practices
- Developing, implementing, maintaining, and communicating appropriate policies and initiatives that embody and action our 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

5. Internal Recruitment and Selection

Momentum ensures diversity is embraced throughout the recruitment process by providing training and resources to those responsible for recruitment. This includes merit based recruitment strategies, interview questioning techniques, bias pre employment reference check methods.

6. Training and Support

Momentum will ensure that all new and existing employees are aware 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.

7. Monitoring

Momentum will ensure our diversity practices are monitored to inform policies, procedures, and action plans. This will be supported by external information such as relevant legislation and best-practice industry standards. The Diversity Policy is supported by the Equal Employment Opportunity Policy and legislation as a guiding tool to support in the continuing implementation of the Diversity Policy.

8. Breaches

Employees deemed in breach of this policy may be subject to further disciplinary action, up to and including the termination of employment.

9. Policy Reviews

To demonstrate our commitment to best practices, Momentum conducts an annual review of all company policies and procedures as part of its yearly continual improvement review program, in accordance with AS/NZS ISO9001:2016.

Momentum reserves the right to adjust policies and procedures outside of this period in accordance with relevant legislation and internal operational effectiveness.

10. Policy Information

Related Documentation	Equal Employment Opportunity Policy Code of Conduct Policy Workplace Bullying & Harassment Policy
References	Anti-Discrimination Act 1977 (NSW) Anti-Discrimination Act 1991 (QLD) Equal Opportunity Act 2010 (VIC) Fair Work Act 2009 Disability Services Act 1993 (NSW)
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