

1. Purpose

The Airport Development Group (ADG) is committed to creating a workplace which promotes equal opportunity, is fair, inclusive, and productive where employees are free from bullying, harassment, and discrimination.

We expect every employee to do their part to cultivate and maintain an environment where everyone can feel included and is afforded the respect and dignity they deserve.

ADG will:

- Actively and flexibly seek to understand the unique needs of all employees.
- Commit to ensuring that all employees are treated with respect and dignity.
- Seek to ensure that our business practices, policies, and procedures are fair and equitable.

2. Scope

This policy applies to ADG Board members, Executive General Managers, employees, and independent contractors engaged by ADG to perform services for and/or on behalf of ADG.

The policy will also apply to interns, volunteers, trainees, and student vocational placements.

This policy may be reviewed, varied, or withdrawn at any time and is at ADG’s sole discretion.

3. Responsibilities

Role	Responsibilities
Executive and Managers	<ul style="list-style-type: none"> • Comply with ADG Policy and provide an environment which encourages compliance with this policy and set an example by their own behaviour. • Are committed to the principles of EEO and Diversity and that they are applied in the workplace. • Participate in training relevant to policy / procedures as scheduled by ADG and ensure all direct reports complete training. • Ensure that employees are aware of the policy and that policy expectations are understood and practised. • Monitor the working environment to ensure acceptable standards of behaviour are upheld. • Intervene quickly and in a timely manner to identify and address matters within their team or Business that do not comply with ADG policy and / or seek assistance to address any non-compliance from the People and Culture Team. • Uphold the confidentiality of employees who make a complaint, including ensuring persons are not victimised for making, or being involved in, a complaint. • Ensure business decisions are made in relation to workers or workplace activities are done so objectively and not on the basis of protected characteristic or attribute.

Role	Responsibilities
All Employees	<ul style="list-style-type: none"> • Comply with ADG Policy and contribute to a culture that encourages compliance with this policy. • Ensure their own behaviours comply with ADG policies and procedures and values. • Participate in training relevant to policy / procedures as scheduled by ADG. • Take appropriate steps in a timely manner, to identify and address matters that do not comply, by seeking assistance and support from their manager or the People and Culture Team. • Uphold confidentiality for all parties with workplace grievances as or when they arise. • Treat all colleagues and stakeholders with respect and professionalism. • Report any incident that they have experienced or witnessed in a timely manner.

4. Policy

ADG is an equal opportunity employer and will provide equality in employment for all people employed or seeking employment. Every person at ADG will be given a fair and equitable chance to compete for appointment, promotion or transfer, and pursue their career as effectively as others.

4.1 Diversity Principles

The ADG's diversity and inclusion policy, processes and initiatives focus on four diversity and inclusion principles:

- Decisions regarding recruitment, selection, training and development and promotion are based on merit, performance, and capabilities.
- The organisation embraces fairness, equity and inclusiveness and does not tolerate unlawful discrimination, bullying, harassment, or victimisation.
- Diversity, equity and inclusion initiatives are based on sound business objectives.
- Diversity, equity and inclusion is everyone's business – it is part of how the organisation works.

4.2 Equity principles

The organisation aims to create an environment where all employees have equal opportunities and are treated with respect and impartiality. This may apply when making decisions regarding:

- Recruitment and selection.
- Internal promotion and remuneration reviews.
- Performance management.
- Education, training and development.
- Career advancement.
- Flexibility.
- Accessibility.
- Policies and procedures.

The organisation is committed to supporting all employees and managers in the achievement of a diverse and inclusive workplace. Managers are responsible for developing and encouraging an environment where all employees are treated with respect and dignity.

5. Reporting and Monitoring

The Executive and Management Team will establish measurable objectives for the achievement of diversity and inclusion regularly report to the board on the progress towards achieving diversity and inclusion objectives.

Disclosure of diversity, equity and inclusion reporting and outcomes will be made to key stakeholders on an annual basis. For example, via the organisation's annual report and reporting to the Workplace Gender Equality Agency.

6. Complaint Handling

Employees who may have been subjected to any form of discrimination, bullying, harassment, victimisation, or vilification are encouraged to report the incident to ADG Management as soon as possible.

An Employee may choose to report an incident to a manager of their choice or the People and Culture Team.

The approach taken to resolve a workplace grievance / complaint may be either formal or informal depending upon the nature and severity of the issue raised.

Employees are encouraged to review the Complaints and Workplace Resolution policies for raising a grievance.

Any grievance raised is confidential (to the extent possible under law) and will include the application of:

- Procedural fairness.
- Ensure protection from victimisation when raising a grievance.
- Act timely and promptly to resolve issues in the workplace.

ADG offers workers the services under the EAP. Converge International can be contacted via www.convergeinternational.com.au or 1300 687327. This service is a free, confidential counselling service; refer to the Employee Assistance Policy for further information.

7. Related Documents

Code of Conduct
Anti Bullying, Harassment, Sexual Harassment and Victimisation Policy
Confidentiality, Privacy & Intellectual Property
Workplace Issues Resolution Policy
Disciplinary Policy & Procedure
Work Health Safety Management System
Flexible Work Policy

8. Related Legislation

Fair Work Act 2009
Australian Human Rights Commission Act 1986 (Cth)
Work Health and Safety Act 2011
Age Discrimination Act 2004 (Cth)
Sex Discrimination Act 1984 (Cth)
Racial Discrimination Act 1975 (Cth)
Disability Discrimination Act 1992 (Cth)
Equal Opportunity for Women in the Workplace Act 1999
Workplace Gender Equality Act 2012

Authorised by	EGM People, Culture and Community
Document Owner	HR Operations Manager

Version number	Date	Revised or reviewed by (Position title)	Revisions approved by (Position title)	Reasons and details of changes	Next review date
1	May 2024	HR Operations Manager	EGM, People, Culture & Community		May 2026