



## **Diversity and Inclusion Policy**

### **Purpose/Overview**

A Team Tuition fosters diversity, inclusion and respect in the workplace. We believe in creating an environment that allows everyone to work towards our common goal of giving every child the opportunity to succeed in school, no matter their background or characteristics. We recognise, appreciate and utilise the unique insights, perspectives and backgrounds of each staff member. We act with our INSPIRE values at the forefront of everything we do.

### **A Team Tuition's Commitment**

We are committed to:

- a workplace which is free from discrimination, harassment, bullying, victimisation and vilification;
- treating employees fairly and with respect;
- a workplace culture that is inclusive and embraces individual differences;
- equal employment opportunities based on ability, performance and potential;
- awareness in all staff of their rights and responsibilities with regards to fairness, equity and respect for all aspects of diversity;
- flexible work practices and policies to support employees and their changing needs;
- attraction, retention and development of a diverse range of talented people, and
- equitable frameworks and policies, processes and practices that limit potential unconscious bias.



## **Diversity Programs and Practices**

To achieve a diverse and inclusive environment, we support the following programs and practices in alignment with our INSPIRE values:

### **Recruitment, Selection and Promotion**

We recognise the value of recruiting, selecting and promoting employees with different backgrounds, knowledge and experience. Our recruitment and selection processes identify candidates with the most suitable knowledge, skills, experience and personal values and as an equal opportunity employer, the recruitment processes are designed to promote equality. Testing, independent evaluations and behavioural interviewing are used to promote equitable and unbiased selection and promotion decisions.

### **Remuneration**

Our role grading and remuneration review processes actively consider equity in both grading and remuneration and we will continue to develop strategies and initiatives to resolve any identified gaps.

### **Career Development and Performance**

Employees are encouraged to develop and progress their careers through opportunities that build capability and all employees are supported to participate in career development conversations. Available opportunities for promotion and transfer are advertised to all employees to enable them to apply for roles and develop their career path. We encourage and reward excellence, and performance is measured based on agreed goals to promote equity and remove bias.

Talent and succession planning are core practices within the organisation and an annual process identifies high performing and high potential individuals across the organisation. Talented individuals are identified based on their performance and potential and divisional reviews ensure that talent and succession decisions are equitable, consistent and aligned to diversity and equal opportunity principles across A Team. The talent and succession process is used to identify candidates for leadership development programs and gender diversity is a key consideration during candidate selection.

### **Flexibility**

Our Flexibility Policy provides an equitable framework that enables employees to apply for flexible work arrangements, particularly employees with parenting, family, carer, cultural and religious commitments. To ensure flexibility is implemented equitably, all managers are encouraged to support team members who require flexible working arrangements.



### **Gender Inclusivity**

A Team Tuition affirms its commitment to diversity and inclusion in its interactions with gender diverse employees, and seeks to ensure that they are treated with equality and respect. There are a number of practical steps that A Team takes to ensure that these employees feel valued and supported in the workplace:

- Respecting the employees wishes regarding a change to their name and pronouns, and reflecting this in company systems (excluding official records).
- Providing inclusive uniform options to all employees.
- Ensuring that all other co-workers treat the employee with respect, and having consequences should this not occur.
- Speak with, and ensure the confidentiality of, all employees who are going through gender transitions and create a plan with said employee to ensure their wishes are respected.
- Manage external (client) relationships to minimise the impact on the employee and ensure their safety and wellbeing.

For more information for employees or co-workers on how to manage gender inclusivity in the workplace, please refer to the Queensland Human Rights Commission guide

([https://www.qhrc.qld.gov.au/data/assets/pdf\\_file/0011/20603/QHRC\\_TransAtWork.pdf](https://www.qhrc.qld.gov.au/data/assets/pdf_file/0011/20603/QHRC_TransAtWork.pdf)).