



# DIVERSITY, INCLUSION AND EQUALITY POLICY

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- b) using the documents or data for any purpose not agreed to in writing by i24s.

## 1 PURPOSE

i24s Group Pty Ltd (“i24s”) (“the Group”) (ABN 74 650 861 402), is a 100 per cent owned and operated Aboriginal business. The Group is a leading provider of talent pipeline/workforce solutions, industrial equipment hire and goods, and outreach and advocacy services, for the Mining, Resources, Energy, Infrastructure and Property sectors.

At i24s, we provide a safe, flexible and respectful working environment for all employees, officers and sub-contractors – where we treat people of every background with dignity, courtesy and respect. Striving for a culture of belonging and trust, we aim to provide equitable opportunities for our people.

The purpose of this **Diversity, Inclusion and Equality** (“Policy”) is to establish a workplace in which all individuals are supported, respected, and connected.

## 2 INTRODUCTION

As a Group that values human rights, we honour the unique skills, competencies, and insights of people that represent the communities we serve. In addition to this Policy, our Code of Conduct sets out a common framework for how we expect our people to behave and do the right thing.

By employing people from diverse backgrounds and enabling everyone to bring their differences, skills, experiences and perspectives to work, i24s is well equipped to deliver valuable solutions to our clients.

We acknowledge and respect the fundamental human rights of our employees, officers and sub-contractors, as well as all individuals we engage with, either directly or indirectly. This is evident in our actions and our participation in voluntary initiatives, such as the United Nations’ Global Compact and other corporate policies.

## 3 SCOPE

This Policy applies to all Group employees, officers and contractors. When we say “we”, “our” or “us” we are referring to everyone at the Group.

Where appropriate, we will also encourage our clients, joint venture partners, stakeholders and suppliers, including non-i24s employees working for, or representing, i24s on project sites, and community stakeholders to respect this Policy.

## 4 DEFINITIONS

In accordance with the Diversity Council of Australia, the Group applies the following definitions in relation to diversity, inclusion and equality.

**Diversity** is considered as, but is not limited to, race, ancestry, ethnicity, Indigenous culture, citizenship, creed, colour, age, physical features, sex, sexual orientation including LGBTIQ+ (lesbian, gay, bisexual, transgender, intersex, questioning), lawful sexual activity, gender identity and expression, physical or mental disability, marital status, family responsibilities, pregnancy, breast feeding, carer responsibilities, religion, political opinion, industrial activity or trade union membership, affiliation, or military status. It also refers to diverse ways of thinking and ways of working.

**Inclusion** occurs when a diversity of people (e.g. of different ages, cultural backgrounds, genders) feel valued and respected, have access to opportunities and resources and can contribute their perspectives and talents to improve the Group.

**Equality (or equity)** refers to fair treatment for all people, so that the norms, practices, and policies in place ensure identity is not predictive of opportunities or workplace outcomes. Equity differs from equality in a subtle but important way. While equality assumes that all people should be treated the same, equity takes into consideration a person's unique circumstances, adjusting treatment accordingly so that the end result is equal.

## 5 POLICY

i24s recognises that it is the responsibility of all employees, officers, and contractors, to uphold the right attitudes and behaviours to achieve and maintain an inclusive and diverse workplace.

The Group will:

- value the diversity of our people, clients and other stakeholders;
- apply a diversity and inclusion lens to how our business and talent processes operate, and most importantly, by fostering accountability;
- acknowledge that diversity is supported and enhanced by an inclusive and equal workplace culture;
- recognise that all people working in, or visiting our workplaces have the right to be treated with respect, fairness and dignity, and enjoy an environment free of discrimination, harassment, bullying and other unlawful behaviour;
- not tolerate behaviours that undermine a diverse and inclusive workplace, including but not limited to, behaviour that is unlawful such as discrimination, harassment, bullying, vilification, and victimisation;
- educate and train our people on factors that impact diversity and inclusion, with specific attention to the role of unconscious bias;
- comply with all regulatory requirements in reporting on diversity and inclusion;
- continue to build diversity into across all operations;
- continue to demonstrate a commitment to promoting a team environment where people feel included, valued, able to contribute their best and bring their whole selves to work;
- act swiftly when it is identified that a team member is behaving in a way that is contrary to a diverse and inclusive workplace;
- model appropriate standards of behaviour in accordance with all i24s' policies;
- take steps to educate and make employees, clients and suppliers aware of their obligations under this Policy and legislation; and
- ensure that recruitment decisions are based on merit and that no conscious or unconscious bias is applied.
- Employees will:
  - follow the standards of behaviour outlined in this Policy;
  - treat everyone with dignity, courtesy and respect;
  - offer support to people who experience discrimination, bullying or harassment, including providing information about how to make a complaint; and
  - avoid gossip and respect the confidentiality of complaint resolution procedures.

## 6 LEGISLATION AND STANDARDS

i24s complies with Australian and international legislation and requirements surrounding human rights, diversity, inclusion, equality, discrimination, bullying, harassment and equal opportunity. This includes various legal frameworks to help ensure people are not unfairly disadvantaged on account of traits such as race, ancestry, ethnicity, citizenship, creed, colour, age, physical features, sex, sexual orientation, lawful sexual activity, gender identity and expression, age, physical or mental disability, marital status, family responsibilities, pregnancy, breast feeding, carer responsibilities, religion, political opinion, industrial activity or trade union membership, affiliation, or military status.

Discrimination, bullying and sexual harassment are unacceptable at i24s and are unlawful under legislation including:

- Sex Discrimination Act 1984 (Cth);
- Racial Discrimination Act 1975 (Cth);
- Disability Discrimination Act 1992 (Cth);
- Age Discrimination Act 2004 (Cth); and
- Australian Human Rights Commission Act 1986 (Cth).

Employees who are found to have engaged in such conduct may be counselled, warned or disciplined.

Severe or repeated breaches can lead to formal disciplinary action including termination of employment. Employees can be held personally liable for certain breaches of discrimination law, and i24s can also be liable for our employees' conduct.

## 7 RESOLUTION OF ISSUES

Information on potential non-compliance with this Policy by i24s, its employees, officers, and sub-contractors, as well as any third parties with whom i24s conducts or anticipates conducting business with, must be reported promptly.

Employees can report issues relating to discrimination, harassment, bullying or victimisation, by: contacting or speaking to their supervisor; and/or contacting or speaking to any of the Co-Founders/Officers and Executive Directors.

Any employee who has witnessed any discrimination, bullying, sexual harassment, vilification or victimisation should report this to their manager or other responsible people identified above.

We also encourage our clients and stakeholders to report and express their concerns relating to our employee' behaviours and suspected violations of this Policy.

## 8 GOVERNANCE

The governance of this Policy is overseen by the Group's Officer and Chief Executive Officer.

For further information about this Policy, please contact i24s on +61 8 9209 2090 or [admin@i24s.com.au](mailto:admin@i24s.com.au)

*Angela Kickett*

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**Angela Kickett**

**Co-Founder/Executive Director**

