



Diversity & Inclusion Policy

Document Control

Policy Owner: Chief People Officer

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Policy Approver: Group CEO

Version	Date	Editor	Changes	Status
V1	November 2019		RACI Policy	Approved
V2	February 2023	People & Culture	Review and updating original Policy. Converting Policy to new format.	Approved

Purpose

The RACT Diversity and Inclusion Policy sets out our commitment and approach to creating a diverse and inclusive work environment. It details the strategies we will use to ensure we value and respect the diversity of our employees and the communities in which we operate. It also details what we will do to create a workplace that is fair, accessible, flexible, and inclusive, and one in which unlawful discrimination, bullying, harassment or victimisation are not tolerated.

Application and coverage

This policy applies to all employees of The Royal Automobile Club of Tasmania (RACT), and its subsidiaries and related entities. Where employees are covered by an Enterprise Agreement (EA), the EA shall apply. Where there are no provisions relevant to this Policy within an EA, or where this policy provides a greater benefit than an EA, then this policy shall prevail.

This policy applies to all permanent employees of RACT Group. This includes full-time, part-time and ongoing casual employees.

Policy Statement

General

At RACT we know that diversity, inclusion and belonging matter, so we're committed to continuing to make it part of everything we do. A diverse and inclusive culture is at the core of how we do business, it's embedded in our values; we engage with heart and treat people how they want to be treated. We actively seek diversity of experiences and perspectives and support our people to keep growing and learning. We know that having a diverse team that represents our diverse membership brings better ideas, innovation and makes us a great place to work.

Our diversity and inclusion approach is aligned to our manifesto and our organisational values. We understand that to achieve our goals and manifesto, which is we want to be different; we want to be bravely different; we want to be extraordinary; we know that leadership in diversity and inclusion plays an important role.

Key Objectives

We are committed to ensuring that inclusion and belonging are at the core of how we do business. Our objectives are to:

- Build a diverse and high performing workplace that reflects the members we serve;
- Make inclusion and belonging a central part of how our organisation and employees work;
- Support and empower our employees to be able to do their best and bring their whole selves to the workplace;
- Ensure that all employees have equitable access to opportunities available at work and are equitably rewarded and recognised for their contributions: and
- Be a leader in diversity and inclusion to have positive impacts on Tasmania and our members.

Diversity & Inclusion Principles

RACT is committed to developing a workplace culture that embraces workforce diversity, inclusion and belonging across all areas and throughout all levels of the organisation. This policy supports RACT's understanding that diversity and inclusion fosters innovation and improves operational capability and service delivery.

RACT recognises that every person has the right to an equitable and inclusive workplace which allows them to bring their whole self to work. We are committed to the following principles:

- Our leaders are accountable for fostering an inclusive culture where individual difference is understood, respected and valued;
- We will be most successful when our workforce at all levels is reflective of the diverse communities which we serve.
- Everyone at RACT is responsible for building our cultural awareness and building an inclusive culture.
- We understand that flexibility is foundational for inclusion. Our workplace policies, practices and

systems will support flexibility as the norm. When flexibility is not possible, we are transparent about why.

Our Commitment

We are committed to providing an inclusive workplace culture where all our staff are valued and recognised for their unique qualities, ideas and perspectives.

We are committed to raising awareness in all aspects of diversity and inclusion and to continuing to acknowledge and celebrate key diversity days and dates to promote and embrace inclusion.

We are committed to supporting our people through the delivery of appropriate training about diversity and inclusion relevant to specific work environments.

Our commitment to diversity and inclusion extends to all areas of our business. This includes:

- How we attract, recruit, retain, develop, manage and promote our people;
- The steps we take to identify, develop and manage our talent;
- The way we evaluate and reward performance;
- How we approach and plan for succession
- Our flexible work arrangements; and
- How we work with our members and the public.

A range of policies, procedures and benefits support inclusion and diversity at RACT. These include our approach to flexible work arrangements and a range of leave options that support the changing work and lifestyle needs of employees throughout their working life.

Definitions

Diversity in this policy refers to all the characteristics that make individuals different from each other. It includes characteristics such as age, caring responsibilities, cultural diversity, disability, gender, indigeneity, sexual orientation, gender identity and religion.

Inclusion refers to the way our organisational culture, values and behaviours make a person feel valued, included and welcome. It relates to a work environment where all people are treated fairly and respectfully, with equal access to opportunities and resources. It is empowering our people to contribute their experience, skills and perspectives for the benefit of organisational performance and business outcomes. An inclusive culture is one where everyone feels valued, respected, and is able to fully contribute.

Diversity and inclusion in RACT means respect for individual difference. It means valuing the unique personal qualities, backgrounds and attributes of our people.

Related Legal Framework

The following federal and state legislation cover workplace diversity and safety requirements in Australia:

- *Australian Human Rights Commission Act 1986*
- *Age Discrimination Act*
- *Disability Discrimination Act*
- *Fair Work Act*
- *Sex Discrimination Act*
- *Racial Discrimination Act*
- *Workplace Gender Equality Act 2012*
- *Work Health and Safety Act 2011*
- *Anti-discrimination Act 1998 (Tas)*

Roles & Responsibilities

Role	Responsibilities
Employees	<ul style="list-style-type: none"> • Demonstrate appropriate and acceptable standards of conduct at all times; • Respect all differences (i.e. cultural, physical, social, religious and political) amongst colleagues and customers; • Treat people fairly and respectfully; • Work collaboratively to recognise and appreciate equity, diversity and inclusion; and • Call out any form of discrimination in the workplace.
Leaders	<ul style="list-style-type: none"> • Ensure awareness and understanding of diversity and inclusion by all team members; • Provide employees with equitable opportunities to apply for available jobs, flexible working arrangements and equal access to relevant training and development opportunities; • Ensure selection processes are transparent and the methods used are consistent and address potential bias; • Provide all employees with equal access to fair, prompt and confidential processes to deal with complaints and grievances; • Ensure workforce diversity is considered in all recruitment actions and decisions; • Actively promote RACT's commitment to diversity and inclusion in the workplace; • Commit to, model and support positive inclusive leadership traits; • Ensure available career pathways have equal access, enabling all employees to fulfil their professional potential; • Support and empower all employees to do their best and bring their whole selves to work; and • Drive organisational cultural change to make workplace participation equitable.

People & Culture	<ul style="list-style-type: none"> • Develop and implement an Inclusion, Diversity and Belonging strategy that enables us to be a leader in diversity and inclusion practices; • Actively promote RACT's commitment to diversity and inclusion in the workplace; • Maintain up-to-date policies and procedures to support diversity and inclusion; • Provide information, advice, assistance and support to managers on diversity and inclusion issues; • Promote training and development activity relating to diversity and inclusion; and • Respond to complaints and conduct investigations where necessary.
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Key Associated Documents

Document Name	Description
Code of Conduct	RACT document that builds on RACT's values and behaviours and represents the broad obligations of all RACT employees by outlining expectations with behaviour and ethical decision making.
Workplace Behaviour Policy	RACT document that outlines the organisational expectations in regard to appropriate workplace behaviour by all employees of RACT and its subsidiaries.
Whistleblower Protection Policy	RACT document to support the promotion of ethical behaviour by encouraging the reporting of all misconduct, by facilitating the ease of reporting and detailing the protection afforded to whistleblowers.