

## **HUMAN RIGHTS, DIVERSITY AND INCLUSION POLICY & PROCEDURE**

### **1. Purpose**

The objectives of this policy are to

- specify the principles governing Hotelstaff responses to human rights, diversity and inclusion in the workplace

### **2. Scope**

This policy and procedure is applicable to all employees, contractors and subcontractors of Hotelstaff Pty Ltd, HS Personnel Australia Pty Ltd and all subsidiaries ('Hotelstaff').

It is expected that the Executive endorse and support this policy in the execution of their responsibilities.

This policy applies during all hours of work at Hotelstaff as well as outside of working hours when dealing with members and clients of the organisation, including attending social engagements.

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version.

### **3. Definitions**

Employee	employees, contractors and subcontractors of Hotelstaff Pty Ltd, HS Personnel Australia Pty Ltd and all subsidiaries ('Hotelstaff')
Client	means any person/entity who enters into an agreement with Hotelstaff for the provision of labour hire or other services
Modern Slavery	As defined in the Modern Slavery Act 2018 (Cth)
LGBTIQ+:	is an acronym for: lesbian, gay, bisexual, transgender, intersex, queer and asexual. The plus (+) serves to capture the many other groups within the gender diverse community.

### **4. Policy Statement**

Hotelstaff believes respecting human rights and diversity is an essential starting point to conducting business in a responsible, fair and sustainable manner.

We are committed to fostering and maintaining a diverse and inclusive workforce and workplace and promoting equal opportunity for all employees and potential employees.

This commitment means being aware that flexible strategies to improve opportunities for people from under-represented or disadvantaged groups will be required and making reasonable adjustments to policies, practices and requirements where necessary to provide equal opportunity for individuals is valued.

Hotelstaff acknowledges that respect for human rights extends to ensuring we are actively aware our industry is susceptible to the risks of modern slavery and have appropriate precautions designed within our policies, procedures and operations.

### **5. Procedures**

#### **5.1. Workplace Flexibility**

Hotelstaff acknowledges that work performance improves in circumstances where there is a balance between personal and professional activities, including family and caring responsibilities.

Hotelstaff will consider all reasonable requests for workplace flexibility through the lens of promoting equal opportunity.

#### **5.2. Indigenous Australians**

Hotelstaff acknowledges the place of Aboriginal people as the original inhabitants and owners of this country.

Hotelstaff will promote the inclusion of Aboriginal people through specific client relationships which promote increased communication and conversation with the Indigenous community.

### **5.3. LGBTIQA + community**

Hotelstaff acknowledges people of diverse genders, sexes and sexualities; and encourages people to be free to be themselves, comfortable and secure at work.

Hotelstaff expects that this acknowledgement is extended within all our client or host workplaces.

### **5.4. Staff Gender Equality**

Hotelstaff is committed to improving career outcomes for female staff, addressing gender imbalances including pay gaps, senior representation and career progression.

As part of this commitment, Hotelstaff will promote workplace flexibility for all staff, particularly those in supporting caring and parental roles.

### **5.5. Culturally Diverse communities**

Hotelstaff is comprised of an everchanging, dynamic workforce of people from diverse backgrounds, languages, ancestries, ethnicities, cultural traditions, and religions. These varied experiences improve our ability to work together and provide for a greater level of service for our clients.

Hotelstaff continues to enact policies, practices and behaviour that support inclusion and equality and do not perpetuate systemic discrimination or exclusion due to bias.

### **5.6. People with disabilities**

Hotelstaff acknowledges people with disabilities are often locked out of the mainstream workforce.

We commit to undertake actions to enhance inclusion for people with disabilities, including promoting leadership, awareness and participation and ensuring that our physical and digital environments are accessible, inclusive, and safe.

### **5.7. Recruitment**

Hotelstaff will constantly work to remove barriers to inclusion in recruiting employees with a diverse range of personal circumstances and characteristics. This includes, but is not limited to:

- revising and improving recruitment processes as necessary;
- providing access to flexible working arrangements and support;
- providing information, awareness and training to assist recruiters in identifying and redressing bias in hiring

### **5.8. Positive Action**

Hotelstaff may target particular under-represented or disadvantaged groups for employment, advancement and other opportunities where doing so will serve to provide opportunities for greater diversity, inclusion and equity.

### **5.9. Unacceptable behaviour**

In efforts to continue to support a diverse and inclusive workforce and workplace Hotelstaff will not tolerate discrimination against any person on the basis of a protected characteristic or the spirit of this policy.

Employees are expected to uphold the standards of the employee code of conduct alongside this policy. In circumstances where a breach has occurred, the Hotelstaff Grievance/Dispute Resolution Policy is to be followed.

## **6. Guidelines**

Nil

## 7. Related Documents and Further Information

### 7.1. Legislation

Charter of Human Rights and Responsibilities Act 2006  
Fair Work Act 2009 (cth)  
Occupational Health and Safety Act 2004  
Modern Slavery Act 2018 (Cth)  
Equal Opportunity Act 2010

### 7.2. Documents

Employee Code of Conduct  
Grievance/Dispute Resolution Policy  
Occupational Health and Safety Policy

### 7.3. Links

Nil

## 8. Revision History

Effective	Version	Amendment
01/06/2021	1.0	Initial

## 9. Document Information

<b>Effective</b>	01/06/2021	<b>Version</b>	1.0	<b>Authorised</b>	SZPRINC, Nathan
<b>Location</b>	<a href="https://hotelstaf.sharepoint.com/sites/Hotelstaff-Shared/Shared Documents/Human Resources/Policies and Procedures/HOTELSTAFF Policy - Human Rights, Diversity and Inclusion Policy.docx">https://hotelstaf.sharepoint.com/sites/Hotelstaff-Shared/Shared Documents/Human Resources/Policies and Procedures/HOTELSTAFF Policy - Human Rights, Diversity and Inclusion Policy.docx</a>				