
Diversity and Inclusion Policy

Statement

Landscape Australia Construction (LAC) aims to develop a diverse workforce and actively supports and encourages an inclusive work environment where all employees feel valued and are treated with fairness, dignity, and respect.

Objective

To create success from great teamwork, where we celebrate diversity of culture, background, experience, thought, and recognise it as a key to delivering insightful and creative projects.

By effectively implementing our Diversity and Inclusion Policy we will attract and retain talented employees and create a positive environment for all employees.

Scope

This Policy applies to:

- All full-time, part-time, casual, temporary, or permanent, job candidates, student placements, and apprentices employed by Landscape Australia Construction.
- All of LAC's workplaces and to other places where employees may be working or representing LAC. For example:
 - When visiting a customer, client, or supplier.
- Employee treatment of other employees, of clients, and of members of the public encountered during their LAC duties.
- On site, off-site or after hours work-related social functions such as:
 - Work lunches
 - Conferences
 - Christmas parties
 - Client functions
 - Any other event or location employees may be because of their LAC duties.
- Use of social media and other electronic communication.

This includes:

 - Email, Text message or similar.
 - Social media professional or personal accounts used in the workplace and after hours where there is a connection with work e.g., between work colleagues.
- All aspects of employment including but not limited to:
 - Recruitment and selection.
 - Conditions and benefits.
 - Training and promotion.
 - Task allocation and workload.
 - Leave arrangements.

This Policy does not form part of an employee's contract of employment. Nor does it form part of any contract for service.

Definitions

Diversity - a term used to describe the differences and uniqueness of all people, it includes skills, knowledge, experience and perspectives of individuals and groups. It can refer to demographic characteristics such as age, gender, gender identity, sexual orientation, intersex status, religion or national origin or social origin. Diversity can also be recognised by personal characteristics such as disability, medical condition, carers' responsibilities, pregnancy or potential pregnancy and any other characteristic of an individual.

Equal Opportunity means that an employee is judged on their ability to do their job based on merit rather than any assumption about the employee based on characteristics.

Harassment it is unlawful to treat a person less favourably based on particular protected attributes. Treating a person less favourably can include harassing or bullying a person. There are also specific law provisions relating to sexual harassment, racial hatred, and disability harassment.

Inclusive Workplace is one that values the diversity of its employees, customers, and stakeholders. A workplace that upholds the right of every employee to be treated with respect and fairness whilst performing their work. A workplace that is fair and equitable and is free from discrimination, harassment, bullying and other unlawful behaviour.

Rights and Responsibilities of Employees

All employees are entitled to:

- Recruitment and selection decisions based on merit and not affected by irrelevant personal characteristics.
- Work free from discrimination, bullying and sexual harassment.
- The right to raise issues or to make an enquiry or complaint in a reasonable and respectful manner without being victimised.
- Reasonable flexibility in working arrangements, especially where needed to accommodate their family responsibilities, disability, religious beliefs, or culture, where the role permits.

All employees must:

- Follow the standards of behaviour outlined in this Policy.
- Offer support to people who experience discrimination, bullying or sexual harassment, including providing information about how to make a complaint.
- Avoid gossip and respect the confidentiality of complaint resolution procedures.
- Treat everyone with fairness, dignity, and respect.

Responsibilities of Management

Management is responsible for implementing this Policy. This includes ensuring that:

- All employees are made aware and understand this Policy.
- The behaviour of employees is observed to ensure adherence with the Policy.
- Any concerns or issues are addressed proactively and expediently to ensure the health and safety of all employees.
- Support is provided to employees where appropriate.
- Any suspected breaches of this Policy are acted on promptly and in accordance with this Policy.

Additional responsibilities of managers and supervisors

Managers and supervisors must also:

- Model appropriate standards of behaviour.
- Take steps to educate and make employees aware of their obligations under this Policy and the law.
- Intervene quickly and appropriately when they become aware of inappropriate behaviour.
- Act fairly to resolve issues and enforce workplace behavioural standards, making sure relevant parties are heard.
- Help employees resolve complaints informally.
- Refer formal complaints about breaches of this Policy to the appropriate complaint handling officer for investigation.
- Ensure employees who raise an issue or make a complaint are not victimised.
- Ensure that recruitment decisions are based on merit and that no discriminatory requests for information are made.

Unacceptable workplace conduct

Discrimination, bullying, and sexual harassment are unacceptable at LAC and are unlawful under the following legislation:

- Sex Discrimination Act 1984 (Cth)
- Racial Discrimination Act 1975 (Cth)
- Disability Discrimination Act 1992 (Cth)
- Age Discrimination Act 2004 (Cth)
- Australian Human Rights Commission Act 1986 (Cth)
- Equal Opportunity Act 1984 (WA)

Employees (including managers) found to have engaged in such conduct may be counselled, warned, or disciplined. Severe or repeated breaches can lead to formal discipline up to and including dismissal.

Discrimination

Discrimination is treating, or proposing to treat, someone unfavourably because of a personal characteristic protected by the law, such as sex, age, race, or disability.

Discrimination can occur:

- Directly: When a person or group is treated less favourably than another person or group in a similar situation because of a personal characteristic protected by law (see list below); or
- Indirectly: When an unreasonable requirement, condition or practice is imposed that has, or is likely to have, the effect of disadvantaging people with a personal characteristic protected by law (see list below).

Protected personal characteristics under Federal and State discrimination law include:

- A disability, disease, or injury, including work-related injury.
- Parental status or status as a carer for example, because they are responsible for caring for children or other family members.
- Race, colour, descent, national origin, or ethnic background.
- Age, whether young or old, or because of age in general.
- Sex.
- Industrial activity, including being a member of an industrial organisation like a trade union or taking part in industrial activity, or deciding not to join a union.
- Religion.
- Pregnancy and breastfeeding.
- Sexual orientation, intersex status, or gender identity, including gay, lesbian, bisexual, transsexual, transgender, queer, and heterosexual.
- Marital status, whether married, divorced, unmarried or in a de facto relationship or same sex relationship.
- Political opinion.
- Social origin.
- Medical record.
- An association with someone who has, or is assumed to have, one of these characteristics, such as being the parent of a child with a disability.

It is also against the law to treat someone unfavourably because you assume they have a personal characteristic or may have it at some time in the future.

Bullying

Workplace Bullying is repeated unreasonable behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by a person or persons against another or others in the course of employment that creates a risk to health and safety. It includes behaviour that harms, threatens, victimises, intimidates, offends, degrades, or humiliates a worker, possibly in front of co-workers, clients, or customers, regardless of what the intention of the behaviour is.

Repeated behaviour refers to the persistent nature of behaviour and can refer to a range or pattern of behaviours over a period of time.

Unreasonable behaviour means behaviour that a reasonable person, having regard to all the circumstances, would view as unreasonable in the circumstances and may result in the employee feeling victimised.

If someone is being bullied because of a personal characteristic protected by equal opportunity law, it is a form of discrimination.

Bullying can take many forms, including jokes, teasing, nicknames, emails, pictures, text messages, social isolation or ignoring people, or unfair work practices.

Under Federal law, this behaviour does not have to be repeated to be discrimination – it may be a one-off event.

Behaviours that may constitute bullying include:

- Sarcasm and other forms of demeaning language.
- Threats, abuse, or shouting.
- Coercion.
- Isolation.
- Inappropriate blaming.
- Ganging up.
- Constant unconstructive criticism.
- Deliberately withholding information or equipment that a person needs to do their job or access their entitlements.
- Unreasonable refusal of requests for leave, training, or other workplace benefits.

Bullying is unacceptable at Landscape Australia Construction.

Sexual Harassment

Sexual harassment is a specific and serious form of harassment. It is unwelcome sexual behaviour, which could be expected to make a person feel offended, humiliated, or intimidated. Sexual harassment can be physical, spoken, written, deliberate or unintentional.

It can include:

- Comments about a person's private life or the way they look.
- Sexually suggestive behaviour, such as leering or staring.
- Brushing up against someone, touching, fondling, or hugging.
- Sexually suggestive comments or jokes.
- Displaying offensive screen savers, photos, calendars, or objects.
- Repeated unwanted requests to go out.
- Requests for sex.
- Sexually explicit posts on social networking sites.
- Insults or taunts of a sexual nature.
- Intrusive questions or statements about a person's private life.
- Sending sexually explicit emails or text messages.
- Inappropriate advances on social networking sites.
- Accessing sexually explicit internet sites.
- Behaviour that may also be considered an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.

Just because someone does not object to inappropriate behaviour in the workplace at the time, it does not mean that they are consenting to the behaviour.

Sexual harassment is covered in the workplace when it happens at work, at work-related events, between people sharing the same workplace, or between colleagues outside of work. All employees have the same rights and responsibilities in relation to sexual harassment.

A single incident is enough to constitute sexual harassment – it does not have to be repeated. All incidents of sexual harassment – no matter how large or small or who is involved – require employers and managers to respond quickly and appropriately.

LAC recognises that comments and behaviour that do not offend one person can offend another. This Policy requires all employees to respect other people's limits.

LAC has a zero-tolerance approach to sexual harassment.

Victimisation

Victimisation is subjecting or threatening to subject someone to a detriment because they have asserted their rights under equal opportunity law, made a complaint, helped someone else make a complaint, or refused to do something because it would be discrimination, sexual harassment, or victimisation.

It is also victimisation to threaten someone (such as a witness) who may be involved in investigating an equal opportunity concern or complaint.

Victimisation is against the law and is a very serious breach of this Policy and is likely (depending on the severity and circumstances) to result in formal discipline against the perpetrator.

LAC has a zero-tolerance approach to victimisation.

Gossip

It is unacceptable for employees at LAC to talk with other employees, clients, or suppliers about any complaint of discrimination or harassment.

Breaching the confidentiality of a formal complaint investigation or inappropriately disclosing personal information obtained in a professional role (for example, as a manager) is a serious breach of this Policy and may lead to formal discipline.

Human Rights

Modern Slavery

Modern Slavery describes situations where coercion, threats or deception are used to exploit victims and undermine or deprive them of their freedom.

LAC is committed to eliminating modern slavery through:

- Not tolerating or supporting the use of child labour, modern forms of slavery, any forms of human trafficking and all other forms of forced labour in our operations and supply chains.
- Providing a safe and inclusive work environment that
 - is free from discrimination, harassment, bullying and victimisation.
 - promotes and values diversity and inclusion.
- Supporting and promoting the rights of employees.
- Not tolerating any form of bribery or corruption.
- Conducting our business with a commitment to good corporate governance, and responsible and ethical practices.

Indigenous Employment

LAC is committed to support improved Aboriginal and Torres Strait Islander economic and social outcomes through employment initiatives. This includes partnering with local indigenous programs to engage in apprenticeship, employment, and sub-contractor opportunities.

Equal Opportunity

LAC is an equal opportunity employer.

It is unacceptable and may be against the law to ask job candidates questions, or to in any other way seek information, about their personal characteristics, unless this can be shown to be directly relevant to a genuine requirement of the position.

LAC is committed to workplace gender equality where all LAC employees are able to access and enjoy the same rewards, resources, and opportunities regardless of gender. The aim of gender equality in the workplace is to achieve broadly equal outcomes for women and men, not necessarily outcomes that are exactly the same for all.

This is achieved through meeting and exceeding the Workplace Gender Equality Agency Reporting and compliance requirements.

All recruitment and job selection decisions at LAC will be based on merit – the skills and abilities of the candidate as measured against the inherent requirements of the position – regardless of personal characteristics.

Issue Resolution

LAC is committed to addressing unacceptable and unlawful behaviour in the workplace. LAC strongly encourages any employees who believes they have been discriminated against, bullied, sexually harassed, or victimised to take appropriate action. This can include:

- Approaching the person directly and try to address the issue and resolve informally.
- Report to your direct Supervisor or Manager.
- Making a formal complaint in writing.

Employees who do not feel safe or confident to take such action may seek assistance from the HR Advisor or General Manager for advice and support or action their behalf.

Employee Assistance Program

LAC employees are entitled to a certain amount of free, professional counselling sessions from our employee assistance program. To access the employee assistance program, contact People Sense on 1300 307 912 or go to www.peoplesense.com.au.

The employee assistance program counselling is confidential, and nothing discussed with a counsellor will be communicated back to LAC. The employee assistance program counselling is available free to LAC employees and their immediate family members, regardless of whether the issue is related to a workplace problem or some other issue for the employees.

Additional Information

If an employee is unsure about any matter covered by this Policy, they should seek the assistance of the HR Advisor on 08 6436 1111.

We will regularly review and update our Diversity and Inclusion policy to ensure that it remains relevant and effective. We expect all employees and contractors to support and adhere to this policy.



Steve Roper
General Manager