

Equality and Diversity Policy

Touch Projects is committed to encouraging and supporting equality and diversity among our workforce, and promoting a working environment that is inclusive and free from discrimination.

The aim is for our workforce to be truly representative of our society and our customers, and for each member of the Touch Projects' team to feel respected and treated in an equitable manner.

This policy should be read in conjunction with the *Discrimination, Harassment, and Bullying Policy*¹.

PART 1: Purpose

The policy's purpose is to promote and support an environment which values and affirms equality, diversity, inclusivity, fairness, and respect for the Touch Projects' team and all individuals and communities with whom the team or a member of the team interact through:

- i. supporting and implementing equitable recruitment and selection processes
- ii. not unlawfully discriminating due to any protected attributes under the law²
- iii. encouraging equal access to pay and benefits, terms and conditions of employment, grievance and complaints procedures, leave, requests for flexible working arrangements, training or other developmental opportunities.

PART 2: Application

This policy applies to the entire Touch Projects' team, including employees and contractors.

PART 3: What Touch Projects commits to

Touch Projects commits to:

- i. encourage equality, inclusivity and diversity in the workplace
- ii. create a working environment that is free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued
- iii. provide training to managers and all other employees about their rights and responsibilities under this Equality and Diversity Policy
- iv. endeavour to ensure that all team members support the business in providing equal opportunities in employment,
- v. make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their potential, so

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their talents and resources can be fully utilised to maximise the efficiency of the organisation

- vi. monitor and assess how this Equality and Diversity Policy, and any supporting action plan, are working in practice, and endeavours to review them from time to time and make changes where appropriate

PART 4: Legislative framework

A list of State and Commonwealth legislation can be found in Appendix 2 of this Equality and Diversity Policy.

- i. A key piece of legislation that underpins this Policy is the Workplace Gender Equality Act 2012. Although this legislation does not currently apply to Touch Projects, we are committed to implementing best practice in this space.
- ii. Touch Projects supports the principle objects of the Act. These are:
- iii. to promote and improve gender equality (including equal remuneration between women and men) in employment and in the workplace;
- iv. to support employers to remove barriers to the full and equal participation of women in the workforce, in recognition of the disadvantaged position of women in relation to employment matters; and
- v. to promote, amongst employers, the elimination of discrimination on the basis of gender in relation to employment matters (including in relation to family and caring responsibilities); and
- vi. to foster workplace consultation between employers and employees on issues concerning gender equality in employment and in the workplace; and
- vii. to improve the productivity and competitiveness of Australian business through the advancement of gender equality in employment and in the workplace.

PART 5: Recruitment and Selection

The recruitment and selection process implemented by

Touch Projects will be consistent and compliant with the equal opportunities policy.

Touch Projects endeavours, through appropriate training and management oversight, to ensure that selection and recruitment decisions will not discriminate in making these decisions on unlawful grounds.

Touch Projects is committed to promotion and advancement opportunities being offered on merit and decisions relating to this will be made having regard to the overall framework and principles of this policy. Touch Projects aims to adopt a consistent, non-discriminatory approach to the advertising of vacancies and aims to not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.

Touch Projects aims for all applicants who apply for jobs with us to receive fair treatment and will be considered based on merits, including their experience and ability to do the job, and suitability for the role.

In particular, Touch Projects aims to:

- i. allow employees involved in the recruitment process to periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.
- ii. 'anonymise' resumes that are given to team members for review, to ensure distinguishing factors like gender, age, ethnicity, etc are not determinable.
- iii. ensure short listing and interviewing is carried out by more than one person, and where possible ensuring that the interviewers provide some level of diversity.
- iv. design interview questions related to the requirements of the job and are not of a discriminatory nature.
- v. make selection decisions based on merit and suitability for the role.
- vi. make promotion decisions in line with this Policy.

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PART 7: Management of complaints and issues

All complaints of discrimination should be made immediately to the complainant's manager (or in the event that the complaint is about the manager, then to the Operations Manager).

All complaints will be managed by the Executive Management Team ('EMT') and advised to the Board.

All complaints will be managed under the grievance and/or disciplinary procedures (which can be found in the Touch Projects' *Team Handbook*).

Use of the Touch Projects' grievance and/or disciplinary procedures does not affect a team member's right to make a claim to an employment tribunal within three months of the alleged discrimination.

PART 8: Reporting requirements

The Workplace Gender Equality Act 2012 requires relevant employers to prepare a public report and lodge it with the Workplace Gender Equality Agency on an annual basis. The reporting requirements encompass:

- i. gender composition of the workforce
- ii. gender composition of the organisation's governing body
- iii. equal remuneration between women and men



Nick Savvas
CEO

- iv. availability and utility of employment terms, conditions and practices relating to flexible working arrangements for employees and to working arrangements supporting employees with family or caring responsibilities
- v. consultation with employees on issues concerning gender equality in the workplace
- vi. sex-based harassment and discrimination.

Given the Workplace Gender Equality Act 2012 (and this reporting requirement) is not currently applicable to Touch Projects, the Touch Projects Board has directed that the reporting be prepared nonetheless, on an annual basis, and provided to the Touch Projects' Board at each Annual General Meeting ('AGM'), held each year in November.

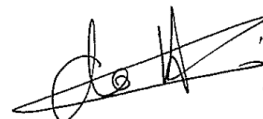
PART 9: Related documents

Refer to the following related documents:

- i. Recruitment Checklist
- ii. On-boarding Checklist
- iii. Discrimination, Harassment and Bullying Policy

Document approval

This document is approved on the date of the last signature below.



John Christou
General Manager

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Appendix 1: Grounds of discrimination and harassment

It is unlawful to discriminate against others in the workplace on the grounds set out in the table below. The table combines the grounds that apply under state, territory and commonwealth legislation.

Acknowledgement	FED	VIC	NSW	QLD	SA	WA	TAS	ACT	NT
Race (including colour, descent or national or ethnic origin)	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗
Sex	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗
Marital status/relationship status/domestic partnership status	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗
Identity of spouse or domestic partner					⊗				
Pregnancy	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗
Potential pregnancy	⊗		⊗		⊗		⊗	⊗	
Family responsibilities/parenthood	⊗			⊗		⊗	⊗		⊗
Carer's responsibilities	⊗	⊗	⊗		⊗			⊗	
Disability/impairment (including physical, intellectual or psychiatric)	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗
Genetic predisposition to disability	⊗	⊗	⊗		⊗		⊗	⊗	
Religion or religious belief or religious conviction	⊗	⊗		⊗		⊗	⊗	⊗	⊗
Political opinion, belief, conviction, affiliation or activity	⊗	⊗		⊗		⊗	⊗	⊗	⊗
Age	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗
Medical record	⊗								
Criminal record	⊗								
Irrelevant medical record							⊗		⊗
Irrelevant criminal record							⊗		⊗
Sexual preference/sexual orientation/sexuality	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗
Expunged homosexual conviction		⊗							
Gender identity/ gender history/ transgender	⊗	⊗	⊗	⊗		⊗		⊗	
Intersex status	⊗								
Trade union/ industrial activity	⊗	⊗		⊗			⊗	⊗	⊗
Lawful sexual activity		⊗		⊗			⊗		
Physical features		⊗							
Breastfeeding	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗
Employment activity		⊗							
Spent conviction						⊗		⊗	
Profession, trade, occupation or calling								⊗	
Publication of relevant details on Fines Enforcement Registrar's website						⊗			

Appendix 2: Relevant legislation

The Company and its employees and contractors are subject to the relevant legislation applying to discrimination and harassment in the workplace.

Commonwealth legislation

- Fair Work Act 2009
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Disability Discrimination Act 1992
- Age Discrimination Act 2004
- Australian Human Rights Commission Act 1986
- Workplace Gender Equality Act 2012 (Cth)

State and territory anti-discrimination legislation

- Anti-Discrimination Act 1977 (NSW)
- Equal Opportunity Act 2010 (Vic)
- Racial and Religious Tolerance Act 2001 (Vic)
- Anti-Discrimination Act 1991 (Qld)
- Equal Opportunity Act 1984 (SA)
- Racial Vilification Act 1996 (SA)
- Equal Opportunity Act 1984 (WA)
- Spent Convictions Act 1988 Pt3 Div 3 (WA)
- Criminal Code Act 1913 (WA) - Chapter XI - Racist Harassment and Incitement to Racial Hatred
- Anti-Discrimination Act 1998 (Tas)
- Discrimination Act 1991 (ACT)
- Anti-Discrimination Act 1996 (NT)