

DIVERSITY POLICY



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DIVERSITY POLICY

SCOPE

The policy applies to all employees who are working for Vital Pulse. The principles of EEO and the relevant legislation is an important foundation for this policy. This policy provides guidance for all people practices across Vital Pulse, including but not limited to those programs and initiatives specifically aimed at recognition and promoting workforce diversity.

PURPOSE

The Workforce Diversity Policy aims to create a workforce that is fair and inclusive and seeks to retain and attract the best people to do the job.

OUR COMMITMENT

Vital Pulse is committed to providing a safe and professional work environment where people feel valued, respected and are treated fairly. This policy contributes to Vital Pulse' ability to attract and retain the best people by seeking and utilising employees with diverse views and experiences.

This approach is underpinned by a Diversity Strategy and the following supporting policies. These policies are:

- Equal Employment Opportunity and Discrimination; and Bullying and Harassment Policies – Vital Pulse is committed to eliminating all forms of unlawful discrimination, unlawful harassment, bullying and victimisation of persons in the workplace. These policies supports Vital Pulse' commitment to maintain a workplace where all staff can work without fear of unacceptable workplace conduct impacting them.
- Work Health and Safety Policy – the health and safety of our people, visitors, contractors, and clients are essential to our long-term success. We are committed to providing a healthy and safe place of work and we do this via our in house safety management system.
- Recruitment Policy – to ensure we attract the best people, Vital Pulse is committed to recruitment based on a merit system. It is important to our business that diverse employees are attracted and placed into roles where these staff can maximise their contribution and make best use of their experience. Vital Pulse will ensure that our recruitment strategy is fair, diverse and effective at all times.

OBJECTIVES & GUIDING PRINCIPLES

- We will promote diverse workplace and give all employees the opportunity to grow regardless of their age, cultural background, sexual orientation, ethnicity, religious or political beliefs.
- Provide opportunity to people with disability employment opportunities.

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- Commitment to ensuing equal pay to all Vital Pulse employees.
- Provide a work environment that values and utilises the contributions of employees with diverse skills, backgrounds, experiences and educational levels through improved awareness of the benefits of workforce diversity and successful management of diversity
- Promote awareness in all staff of their rights and responsibilities with regards to equity, integrity and respect for all aspects of diversity.
- Encourage Indigenous Australians to access employment through Vital Pulse.

RESPONSIBILITIES

- The Director and other senior staff including managers and supervisors are responsible for implementing and monitoring the progress of the Workforce Diversity Policy objectives through the monitoring, evaluation and reporting mechanisms.
- All staff have responsibilities to support and respect equity, workplace diversity, ethical practices, workplace safety and to help prevent unlawful discrimination and harassment or bullying in their workplaces.

MONITORING AND REVIEW

- The Director and Operations Coordinator will monitor the scope and currency of this policy and is responsible for monitoring the implementation of this policy and reviewing its effectiveness, at least every two years.
- The effectiveness of this policy will be evaluated annually by all work areas and measured by the EEO statistics extracted from the company's workforce profile.
- All work areas of Vital Pulse are responsible for promoting, monitoring and reporting of their progress of the workforce diversity.

Eddie Idik JP

Director
Vital Pulse

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