

1. Purpose

The purpose of this Policy is to ensure Maxima's commitment to creating and supporting fair, safe, and inclusive workplace free of discrimination.

2. Scope

This Policy applies to all Maxima workers and anyone present on Maxima premises.

3. Definitions

Equality for the purpose of this Policy means providing all people with access to the same rewards, resources, services, opportunities, work conditions, etc. regardless of their gender.

Equity for the purpose of this Policy means fair treatment for all people according to their individual needs; this may mean equal treatment, or different treatment which is considered equivalent in terms of rights, benefits, obligations and opportunities;

Worker means a person who carries out work in any capacity for Maxima

Manager or supervisor for the purpose of this Procedure means a worker's direct manager or supervisor at Maxima, a Maxima representative at the host employer's premises, or a worker's manager or supervisor in their workplace at the host employer.

4. Principles

4.1 Diversity and Inclusion

Maxima will strive to create a diverse and inclusive workplace by;

- Recognising employees may have a vast variety of traits, characteristics and lived experiences
- Recognising people's age, ethnicity, language background, gender, sexuality, religion, socioeconomic status, disability, medical condition, family and carer's responsibilities, marital and parental status, etc.
- Respecting and considering the diverse experiences and needs of employees
- Providing equity and opportunities to employees
- Providing a safe and comfortable environment where employees can be free to be themselves without discrimination.

Maxima acknowledges that institutional barriers and individual needs need to be taken into account so that employees can have access to an environment designed with their needs in mind.

4.2 Inclusion and Acceptance

Maxima will strive to create a safe and comfortable environment by:

- Communications and awareness campaigns in support of Aboriginal people, LGBTQI+ community, neurodiverse individuals, people living with health diagnoses, and other groups that may feel excluded or discriminated;
- Committing to the Reconciliation Action Plan (RAP) and taking meaningful action towards Reconciliation with Aboriginal Australians;
- Using inclusive language in official communications and documents
- Considering the diverse needs and experiences of employees when creating policies and procedures;
- Encouraging and taking on feedback, complaints and grievances which may relate to discrimination, racism, sexism, homophobia, transphobia and other behaviours that offend or exclude certain individuals or groups;
- Accepting and respecting individual expression of gender identity, religious beliefs or culture in personal appearance such as clothing, makeup, hairstyle, etc., as long as it is appropriate for the workplace and does not create a safety hazard (e.g. extreme high heels);
- Using preferred name, title and pronouns that an individual chooses to go by
- Wherever possible, accommodating for cultural or religious needs

- Providing equal opportunity to take parental leave and carer's leave to suit family responsibilities.

4.3 Discrimination in the Workplace

Maxima has a commitment to continuous improvement and creating a culture of acceptance, inclusion and equity.

There are federal laws in place which protect employees from discrimination on the basis of their;

- Race, colour, national or ethnic origin or immigrant status;
- Sex, pregnancy, marital status or breastfeeding;
- Aged;
- Disability;
- Sexual orientation, gender identity and intersex status

All employees have an obligation to report any incidents of discrimination to their relevant supervisor/manager or the Human Resources Department via the [Grievance, Complaints and Compliments reporting system](#).

4.1 Victimisation

Victimisation occurs when a person has made a complaint and/or taken action against someone who has been harassing, bullying or discriminating against them, and is made a target of threats, further harassment, or any adverse action because of this.

Protective measures against victimisation are considered when dealing with a grievance or complaint.

All employees have an obligation to report any incidents of discrimination to their relevant supervisor/manager or the Human Resources Department via the [Grievance, Complaints and Compliments reporting system](#).

4.2 Equal Employment Opportunity

Maxima commits to ensuring all employees do not experience discrimination, disadvantage or unequal access to employment opportunities in the workplace.

Equal Employment Opportunity ensures all workers are given equal access to training, promotional opportunities, or any other employment-related issue without barriers that are not related to their competency or ability to perform their job.

Maxima are committed to the principle and practice of equal opportunity for all candidates and workers. By providing a non-discriminatory environment we believe we will enhance the opportunities for individuals to develop rewarding and satisfying careers.

Maxima strives to provide employment and a working environment that is accessible, fair, inclusive. We will ensure:

- Equal opportunity and anti-discrimination approach is the foundation of Maxima Policies and Procedures;
- Equity of access is considered in the planning stage of new employment, training, promotions and restructures.
- Physical facilities appropriately accommodate for diverse needs;
- Employment, training and development opportunities are inclusive
- Recruitment, employment and training selection processes are fair and equitable;
- Employees are made aware of their obligations and responsibilities under this policy which may include specific training such as cultural and disability awareness;
- Practices, structures, and behaviours foster equality
- Collaboration with service providers to address barriers
- Feedback from candidates, workers, and other stakeholders is used in the continuous improvement of processes and policies;
- Commitment to equal opportunity, discrimination is not tolerated;
- Equal remuneration for work of equal value; equal value does not necessarily mean the same role, it can be determined by the job's content and what is expected of a worker in that role;
- Salary, benefits and pay increases are determined in a non-discriminatory way by evaluation of skills required, working conditions, responsibilities, and the worker's performance in the role.

4.1 Workplace Gender Equality Reporting

Maxima fulfils their legal obligations of reporting annually to the Workplace Gender Equality Agency (WGEA); these reports are made available to workers, and a public version is available to external parties.

The gender equality report contains depersonalised information on the number of workers in different types of roles across the organisation, their salaries and gender identifier, as well as a summary of promotions, new staff, exited staff, and staff who took parental leave.

As part of Gender Equality Reporting, goals may be set regarding gender diversity and representation in management / board of directors, promotions of workers, closing the pay gap, or other related aspects.

4.2 Lawful Requirements

While making every effort to provide equal access to employment opportunities, promotions and training, Maxima acknowledges that lawful and reasonable requirements can exist which will make certain candidates and workers unsuitable for a specific role.

It will not be considered discrimination when a worker is unable to perform inherent requirements of the job for any reason, as long as the requirements themselves are reasonable, lawful and not designed specifically to disadvantage a particular individual or group.

Important to note that Customers have the right to make choices regarding services they receive; a Customer may request to be serviced by a worker of a certain gender to accommodate for their cultural, psychological, or religious needs. These requests will be honoured whenever practicable and should not be viewed as discrimination of workers by Maxima.

5. Governing Documents

This policy was made in compliance or to assure compliance with:

- Age Discrimination Act 2004
- Australian Human Rights Commission Act 1986
- Disability Discrimination Act 1992
- Equal Opportunity Act 2010
- Fair Work Act 2009
- Human Rights and Responsibilities Act 2006
- Racial Discrimination Act 1975
- Racial and Religious Tolerance Act 2001
- Sex Discrimination Act 1984
- WHS Act 2011
- Workplace Gender Equality Act 2012.

Maxima acknowledges the compliance requirements under both Commonwealth and State Work Health and Safety legislation and our relevant compliance commitments. For a complete list of legislation refer to the Legal and Other Requirements Register.

You must contact the Risk and Quality team to provide the specific legislation (Act / Regulation) and standards that apply to this policy for inclusion in the 'Legal and Other Requirements Register'.

6. Breach of Policy

Any employee found to be in breach of the requirements of this policy may be subject to performance management and disciplinary action, up to and including termination of employment.

7. Associated Documents

- [Bullying and Harassment Policy and Procedure \(GP 205\)](#)
- [Code of Conduct \(GP 200\)](#)
- [Grievances and Complaints Resolution Policy and Procedure \(GP 212\)](#)

Diversity and Inclusion Policy and Procedure



- [Performance Management Policy \(GP 236\)](#)
- [Recruitment and Selection Policy \(GP 231\)](#)
- [Recruitment and Selection Procedure \(GPR 231-1\)](#)
- [Safe Organisation Policy \(GP 102-2\)](#)

8. Document Control

Document Owner				
Position		Incumbent	Approval Date	
General Manager People & Organisational Development		Jennifer Hyde	03/06/2020	
Version Control				
Date	Version	Version Details	Author	Reviewer/s
20/02/2007	2		Lesley How	Lesley How
20/06/2012	3		Lesley How	Lesley How
10/01/2014	4		Lesley How	Lesley How
14/08/2014	5		Lesley How	Lesley How
11/10/2017	6		Lesley How	Lesley How
31/08/2022	7	Combined EEO and Gender Equity Policy, reviewed and updated on new document template	Catherine Alekseenko	Simone Marrone, Terri Figueroa