

Australasian Leadership Academy (ALA) Equal Opportunity & Diversity Policy

Policy brief & purpose

Australasian Leadership Academy is committed to fostering, cultivating, and preserving a culture of diversity, equity and inclusion.

We embrace and encourage our employees' differences in age, colour, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

Our equal opportunity employer policy reflects our commitment to ensure equality and promote diversity in the workplace.

Scope

Our equal opportunity employer policy applies to all employees, job candidates, contractors, stakeholders, partners and visitors.

Discrimination and equal opportunity

Australasian Leadership Academy is an equal opportunity employer. At all stages of the employment relationship (recruitment and selection, terms and conditions of work, training and professional development opportunities, promotion and transfer, retirement, retrenchment and termination) staff will be treated on their merits and valued according to how well they perform their duties.

Australasian Leadership Academy believes that all staff should be able to work in an environment free from discrimination, victimisation, sexual harassment, vilification and the seeking of unnecessary information on which discrimination might be based. We consider these behaviors unacceptable, and they will not be tolerated.

Australasian Leadership Academy's diversity initiative encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Work/life balance through flexible work schedules to accommodate employees' varying needs.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for the diversity.

Actions

To promote equal opportunity, we first ensure we follow EEOC regulations and EEO laws. We will also take additional actions to promote fairness and diversity as part of our equal employment opportunity policy. We will:

- Use inclusive language in all signs, documents and webpages.
- Modify structures and facilities to accommodate people with disabilities.
- Provide parental leave and flexible work arrangement policies.
- Hire, train and evaluate employees through job-related criteria.
- Allow employees to take religious or national holidays that aren't included in our company's official schedule.
- Train employees on communication and diversity.
- Implement open door practices so employees can report discrimination more easily.

Disciplinary Consequences

Any employee found to have exhibited any inappropriate conduct or behaviour against others may be subject to disciplinary action.

When someone discriminates, they will be subject to disciplinary action depending on the severity of their actions. For example, unintentionally offending a coworker might warrant a reprimand, but harassing someone systematically might result in demotion or termination.

Employees who believe they have been subjected to any kind of discrimination that conflicts with the company's diversity policy and initiatives should seek assistance from a supervisor or manager.