

# Policy



## Diversity and Inclusion

### People & Culture

**Approver's name and title:**

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Head of People & Culture

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**Review date:**

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**Classification**

### Diversity Statement

Keyton recognises the benefits that diversity brings to our business and the importance of Respecting Everyone's Journey. Therefore, our policies are inclusive and apply to all employees, regardless of age, gender, ethnicity, physical or mental ability, religion, sexuality, nationality, education, family responsibilities, and military or veteran status.

### Purpose

Keyton is an equal opportunity employer and is committed to creating an inclusive workplace. We believe in equal employment opportunities to employees and applicants and prohibit discrimination on the basis of race, colour, religion, sex, sexuality, gender identity and expression, intersex status, national origin, age, disability, genetic information, health status, creed, citizenship status, relationship and/or marital status, pregnancy, family responsibilities, medical history, military or veteran status, political affiliation, union membership and/or any other categories protected by applicable federal, state or local law. It is the responsibility of every employee to follow this policy. In implementing this policy, Keyton is committed to:

- Fully utilising and developing the potential of all employees; and
- Creating an awareness of the right to a workplace free from discrimination.



## Policy

### Reasons for Diversity and Inclusion

To Lead with Heart, we need a culture and an environment that embraces and respects difference. One where people can bring their 'whole self' to work and feel safe, empowered, and motivated to be the best they can be. Diversity and Inclusion is a key enabler to realising this vision.

Specifically, as we:

- **Make room for kindness** – We are committed to making our workplaces as respectful as possible towards employees, contractors, suppliers and residents – and anyone else who comes into contact with us.
- **Respect everyone's journey** – This means we are an equal opportunity employer. That is, we respect the rights and dignity of all employees. We aim to cultivate a diverse and inclusive culture. A culture that values and celebrates the rich mix of individuals, viewpoints, talents and experiences that make Keyton the organisation it is. We believe in equal employment opportunities for all employees and applicants. This applies to all phases of employment including: recruitment, placement, promotion, transfer, upskilling, compensation and benefits.
- **Realise the opportunities** – to remain competitive and to differentiate in the market, innovation is critical. We know that our people will be more innovative, productive, and engaged when they can bring their 'whole self' to work.
- **Connect as one team** - that extends to our relationships with residents and other stakeholders. With integrity, mutual respect and trust at heart, we can work together to make a more positive impact in more ways.
- **Find the fun** – by creating a team environment where everyone can bring their best self to work!

### Diversity and Inclusion Goals of Keyton

Five key goals underpin Keyton's approach to managing Diversity and Inclusion, and they are as follows:

1. Create a workplace where people feel comfortable being their true selves.
2. Include and embed diversity and inclusion principles in the Keyton **culture** so that they are followed in the Keyton community.
3. Provide **career development** opportunities for all key talent in a fair and equitable way.
4. Continually **educate** all employees about the importance of a diverse and inclusive workplace to business success.
5. Ensure **fairness and parity** in creating and maintaining a diverse and inclusive workplace.

### Measuring Diversity and Inclusion

Keyton is committed to establishing and maintaining a Diverse and Inclusive workplace. Several methods are used to assess Keyton's performance in terms of achieving its diversity goals. These include:



- Employee perceptions which are measured quantitatively and qualitatively. Periodic employee engagement surveys will assess sentiment on a quantitative basis. These will identify issues, collect ideas, test solutions and track and measure sentiment regarding a range of diversity topics including cultural diversity, workplace flexibility and gender equity. All results drive diversity priorities.
- Employee data such as workforce diversity by itself as well as across employee learning and development, succession planning and recruitment, are tracked and used to further refine diversity and inclusion strategies, initiatives, and processes. For example, in relation to gender equity, key data is tracked including gender splits by role, level, retention development programs and the recruitment process.

### **Discrimination**

Discrimination by any person against another on an unacceptable ground will not be tolerated by Keyton. Discrimination may be either direct or indirect.

Direct discrimination occurs when an individual is treated less favourably than another person in the same or similar circumstances on the basis of protected characteristics, for example, refusing to employ women because they may take parental leave.

Indirect discrimination occurs when a practice, policy or procedure has the effect of disadvantaging people who share certain protected characteristics. For example, a policy that all employment candidates are at least 6 feet in height, indirectly discriminates against women and people of certain races, who tend to be shorter.

### **Unacceptable grounds of discrimination**

- Sex
- Gender history, gender identity, transgender, transsexual and intersex status
- Physical or mental disability, illness or injury
- Family responsibility
- Relationship and /or marital status
- Religion
- Political beliefs
- Race
- Age
- Physical features
- Genetic information
- Industrial activity, Trade Union membership or non-membership
- Sexuality and lawful sexual activity
- Pregnancy or intended pregnancy
- Breastfeeding
- Creed
- Citizenship status
- National Origin
- Colour
- Personal association (whether as a relative or otherwise) with a person who is identified by reference to any of the above attributes.



Examples of discriminatory behaviour may involve:

- Offensive comments on another person’s racial or ethnic background, sex, physical appearance, disability, dress, private life or religion and the like;
- Display of pictures, calendars, pin ups, posters, computer images (e.g. in electronic mail messages) etc. which are offensive or derogatory;
- Expressing negative stereotypes of particular groups;
- Judging a person on characteristics such as religious or political beliefs, cultural practices, sex or age rather than work performance;
- Using stereotypes or assumptions when making decisions about a person’s career.

**Exceptions**

In some situations, legislation may provide exceptions to discrimination or permit what would otherwise be unlawful discrimination. In these circumstances discrimination will be permissible. For example, while it is unacceptable to discriminate against a person with a disability, what would otherwise be unlawful discrimination may be justified if the person cannot perform the inherent requirements of their position. However, we will make reasonable adjustments for qualified individuals with known disabilities unless doing so would result in undue hardship for Keyton.

Great care should be taken to ensure that any reliance on an exception is proper and, where appropriate, supported by legal advice.

**Consequences of breaching this policy**

Disciplinary action may be taken at Keyton’s sole discretion if this policy is breached. This may include action up to and including dismissal in appropriate circumstances.

**Definitions**

Term	Definition
Discrimination	Being treated badly or unfairly because of a personal characteristic that is protected by the law.
Diversity	Relates to the variety of age, gender, ethnicity, physical or mental ability, religion, sexuality, nationality, education, family responsibilities, and military or veteran status of our people.
Equity	Relates to treatment with fairness and justice.
Inclusion	Is to embrace all people irrespective of their individual diverse attributes or individual needs.

**Further information and related materials**



Related information	Description
Code of Conduct	<a href="#">Link to Policy document</a>

Contact	Details
People Support	<a href="mailto:PeopleSupport@keyton.com.au">PeopleSupport@keyton.com.au</a>

## Scope

This policy applies to the following:

Relationship to Keyton	Employment contract	Time type	Payroll type
✓ Employees	✓ Permanent	✓ Full time	✓ Salaried
✓ Consultants	✓ Fixed Term	✓ Part time	✓ Wages
✓ Contractors	✓ Casual		