



# Diversity and Inclusion Policy

## October 2018

### **Purpose**

To create and promote an inclusive culture, regardless of gender, background or thinking style, that is recognised and valued as being a key driver to creating a innovative, collaborative and accountable organisation.

### **Background**

FWPA seeks to have a diverse staff and Board that reflects contemporary Australia society. By bringing together people from diverse backgrounds and giving each person the opportunity to contribute their skills, experience and perspectives, we believe that we can deliver the best solutions to challenges and deliver sustainable value for our members, levy payers, the Commonwealth Government, employees and other relevant stakeholders. An inclusive culture also enables us to attract and retain the best talent, promotes engagement while setting an example for other organisations within the sector.

### **Desired behaviours:**

A diverse workforce is not an outcome in itself. Rather, it is a contributing factor in developing a culture that helps the organisation achieve our mission:

*We collaborate with industry stakeholders and Government to determine strategy and deliver programs designed to grow the market for forest and wood products, increase productivity (and implied profitability) across the value chain and ensure positive environmental and social outcomes.*

Key cultural values are honesty, transparency, collaboration (with industry and other stakeholders), strategic thinking, market insight and commercial nous, and solutions driven.

These values can be realised through the following statements:

- We treat all people with dignity and respect
- We listen to others point of view
- We value opinion based on evidence
- We actively seek to learn from others
- We seek to understand how others perceive us
- We appreciate that true communication requires active listening and an understanding of other parties' needs
- We give permission to challenge and mitigate bias, including inappropriate behaviour

**Desired outcomes:**

Embracing workforce diversity – age, gender, race, national or ethnic origin, religion, language, political beliefs, sexual orientation, and physical ability – is not an outcome but will improve FWPA's ability to understand how others think and behave and to help avoid or minimise myopic thinking.

We believe that being a diverse and inclusive organisation improves our business outcomes and will help us to be the best at what we do. Specifically, it helps us to:

- Make good decisions about how we organise and optimise resources and work by eliminating structural and cultural barriers to working together effectively
- Deliver strong performance and growth by being able to attract, engage and retain diverse talent.
- Innovate by drawing on the diverse perspectives, skills and experience of our employees and other stakeholders
- Improve our understanding of the community and society we live in, with employees empathising and understanding the needs and aspirations of our stakeholders
- Adapt and respond effectively to changing societal expectations
- Provide the best possible services to our members

**Implementation**

To achieve the desired outcomes of this policy, the following procedures and systems will be put in place:

1. Adopt a code of conduct for all staff and directors
2. Provide training for existing, and induction for new staff and directors on the code of conduct
3. Include compliance with the code of conduct as a condition of employment
4. Include a statement on diversity and inclusion on the FWPA website and all recruitment advertisements
5. Annually assess the diversity of the organisation in relation to gender, age, ethnicity, and other dimensions of diversity
6. Ensure that all recruitment activities seek, where possible, to expand (rather than contract or maintain) diversity in the organisation at all levels
7. Review position descriptions and salaries to eliminate any bias against diversity
8. Undertake a periodic confidential staff survey to determine perceptions to culture and respect of diversity
9. Create a safe working environment based on mutual respect and where inappropriate language or behaviour is appropriately censored
10. Encourage staff, directors and other stakeholders to identify and report to the managing director and/or Chair of the Board any language or behaviours that are contrary to a diverse and inclusive culture
11. A dispute resolution process to ensure that behaviours contrary to the code of conduct are addressed in a constructive manner and reinforce the desired cultural values.