



Commitment to Diversity and Inclusion Policy

SCOPE:

SMAART Recruitment is committed to promoting a diverse and inclusive work place for all. We understand a business's success is built on a team that has an inclusive culture, diversity of thought and ensuring that all employees access equal opportunities.

Diversity and Inclusion at SMAART Recruitment means we recognise and respect the qualities of all our team regardless of things such as gender, age, language, ethnicity, religion, sexual preference or disability.

At SMAART we believe in treating everyone we encounter and work with dignity and respect and are committed to hiring great talent that ensure a cultural add not cultural fit.

This policy is in compliance and accordance to: The Fair Work Act

Initiatives SMAART undertakes as part of its commitment to a diverse and inclusive workplace include:

- Ensuring employees involved in recruitment have undertaken training in non-discriminatory recruitment practices to ensure that we recruit from a diverse pool of candidates.
- Ensuring all positions advertised can be undertaken flexibly and all candidates are evaluated based on merit in the final selection process.
- Providing induction to new employees to introduce them to the company culture and the expected standards of behaviours whilst working at or for SMAART Recruitment.
- Encouraging all employees to participate in training programs to improve their skills, to enhance their professional capabilities and assist them in progressing within SMAART.
- Monitoring and measuring diversity, with the aim of improving the inclusiveness and diversity across the employee population.

Roles and Responsibilities for Effective Management of Diversity and Inclusion:

Employees:

- Comply with all of SMAART's policies and procedures.
- Demonstrate appropriate and acceptable standards of conduct at all times. This also extends to any SMAART events outside the normal working environment.
- Respect cultural, physical and social differences amongst colleagues and customers.
- Treat people fairly and respectfully.

Managers:

- Ensure awareness and understanding of diversity and inclusion by all team members.
- Be a good role model by complying with SMAART's policies and procedures.
- Provide employees with equal opportunity to apply for available jobs, flexible working arrangements and equal access to relevant training and development opportunities.
- Ensure selection processes are transparent and the methods used are consistent.
- Provide all employees with equal access to fair, prompt and confidential processes to deal with complaints and grievances.

Directors:

- Actively promote SMAART's commitment to diversity and inclusion in the workplace to Managers and the business.
- Actively engage in the employment of people from diverse backgrounds.
- Demonstrate an active commitment to diversity in the workplace.

Action:

If you hear something, say something. We encourage all SMAART'ies to be ambassadors for this company and encourage you to take action or speak out against actions or behaviours that contradict this policy or SMAART's overall Policies and Procedures.

Remember, the standard you walk past, is the standard you set.

Review:

This policy is reviewed annually across multiple levels and stakeholders to ensure continuous growth, promotion and commitment to diversity and inclusion at SMAART.

For more information about this policy or questions you may have reach out to any of the upper Management for a confidential discussion