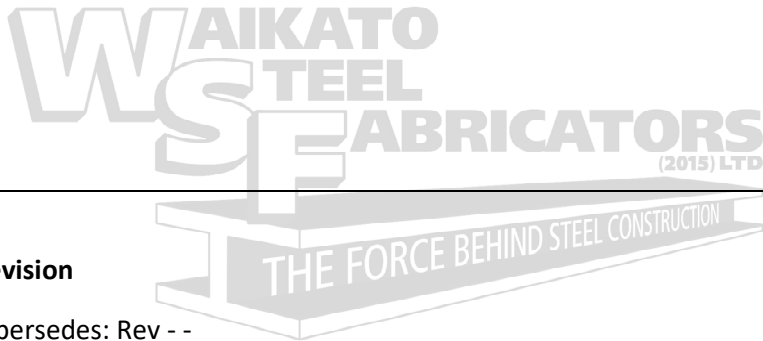
	MANAGEMENT SYSTEM	Document Number
		WSF-MAS-POL-004
	DIVERSITY & INCLUSION POLICY	Revision Number / Date
		00 / 28 Apr. 20
		Page Number
Page 1 of 5		

Diversity & Inclusion Policy






Replacement / Revision

This document supersedes: Rev - -

Any comments and proposals for revisions or additions must be directed in writing to Commercial Manager.

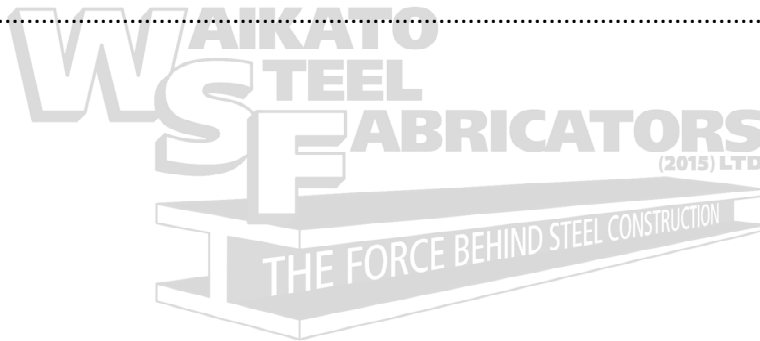
Approval


	Compiled by	Reviewed by	Approved by
Name	Karen Goodburn	Tertius Terblanche	Gary Lightfoot
Designation	Office Administrator	Commercial Manager	Managing Director
Signature			
Date	28/04 20	28/04/20	28/04/20

	MANAGEMENT SYSTEM	Document Number
		WSF-MAS-POL-004
DIVERSITY & INCLUSION POLICY	Revision Number / Date	00 / 28 Apr. 20
	Page Number	Page 3 of 5

Contents

1. Purpose	4
2. Scope	4
3. References	4
4. Definitions, Acronyms and Abbreviations.....	4
5. Responsibilities	4
6. Policy	4
9. Incentives	5
1. Procedure Maintenance	5
2. Attachments.....	5



	MANAGEMENT SYSTEM	Document Number
		WSF-MAS-POL-004
DIVERSITY & INCLUSION POLICY	Revision Number / Date	00 / 28 Apr. 20
	Page Number	Page 4 of 5

1. Purpose

Waikato Steel Fabricators (2015) Ltd recognises the important contributions that people with different skills, experiences, perspectives, and backgrounds bring to the workplace. We know the value that these differences bring to effective decision-making, business outcomes and overall performance. We also recognise that an inclusion workplace enables us to attract, retain and develop a team that is better equipped to address the challenges facing our organisation and our industry. We also understand that building a diverse and inclusive workplace culture will enable Waikato Steel Fabricators (2015) Ltd to deliver enhanced relationships with members, stakeholders and society more broadly.

The purpose of this policy is to confirm Waikato Steel Fabricators (2015) Ltd's commitment to diversity and inclusion.

2. Scope

This policy applies to all Waikato Steel Fabricators (2015) Ltd employees, interns and Persons Conducting Business on Behalf of Waikato Steel Fabricators (2015) Ltd

3. References

Diversity Works New Zealand

4. Definitions, Acronyms and Abbreviations

N/A


5. Responsibilities

All Waikato Steel Fabricators (2015) Ltd staff are responsible for creating a diverse and inclusive workplace. The Waikato Steel Fabricators (2015) Ltd leadership team is accountable for role modelling and implementing measures to deliver on our diversity and inclusion principles

6. Policy

Waikato Steel Fabricators (2015) Ltd's principles for workforce diversity and inclusion:

1. Differences are respected. These differences can include gender, gender identity, pregnancy, sexual orientation, physical disability, age, family status, perspective, thinking styles, appearance, religious or ideological beliefs, political affiliation, marital status, union membership and lifestyle.
2. All employees are given the opportunity to contribute and develop.
3. Recruitment processes should appeal to, and ideally encourage, a diverse range of candidates.
4. A focus on diversity does not negate merit-based appointment and promotion.
5. Staff with a similar level of experience and working to the same standard and of equal value to Waikato Steel Fabricators (2015) Ltd are compensated equally.
6. Work practices (e.g. tasks requiring manual operation or meeting times) must be reviewed if

	MANAGEMENT SYSTEM	Document Number
		WSF-MAS-POL-004
DIVERSITY & INCLUSION POLICY	Revision Number / Date	00 / 28 Apr. 20
	Page Number	Page 5 of 5

they are reducing inclusion.

7. Flexible work practises support staff to manage work and life commitments.
8. Our communications to members must also recognise the importance of diversity and inclusion

9. Incentives

- Waikato Steel Fabricators (2015) Ltd will:
- Annually review implementation of this Policy.
- Maintain a proactive approach to diversity and inclusion.
- Remain an engaged member of the Diversity Agenda.
- Offer flexible work practices, where appropriate.
- Disseminate contemporary practice, trends and research to members and staff.
- Communicate clear expectations of leaders and employees regarding the actions, conduct and behaviours that support diversity and inclusion.
- Allow staff sick leave provisions to incorporate wellbeing leave where the employee believes the leave will be beneficial to their personal wellbeing or mental health and is able to produce a medical certificate confirming this is requested by their manager.

1. Procedure Maintenance

Any change required to this Procedure should be done in accordance with Control of Documents Procedure – WSF-MAS-PRO-001 Section 6.3 – Making Changes to Documents.

2. Attachments

None

