

## 1. Policy statement and application

- 1.1. UP Education Group operates in a diverse environment, in New Zealand, Australia, and internationally. We commit to acknowledging and respecting the local cultures and traditions of every region in which we have a presence.
- 1.2. We aim to foster and celebrate diversity in our workplaces to create an inclusive culture which draws on our peoples' unique skills, talents, and identities to deliver value to our wide range of stakeholders, including our students.
- 1.3. The purpose of this Policy is to outline the Group's commitment to promoting equal opportunities for its employees and building and growing an inclusive workforce through our employment, performance management and recruitment policies and practices. It reflects our Code of Conduct expectation that all Group people are caring, professional and respectful.
- 1.4. This policy applies to all UP Education Limited and UP Education Australia Pty Ltd (together, "Group") employees, contractors, sub-contractors and volunteers, including all individuals working for the Group's various New Zealand and Australian entities ("Group People").
- 1.5. This policy must be read in conjunction with the Anti-Bullying, Harassment and Discrimination Policy (NZ), Group Performance and Misconduct policy and the Group Code of Conduct.
- 1.6. The Group reserves the right to vary, replace or terminate this policy from time to time.

## 2. Group Commitment:

- 2.1 We believe that everybody has the right to be treated with respect, fairness and dignity. We value the contribution of all Group people and have a zero-tolerance policy with regards to bullying, harassment, discrimination, victimisation (also known as retaliation) or other inappropriate or demeaning behaviour toward anyone.
- 2.2 We support the mental health and wellbeing of our people and aim to educate managers about mental illness and its effects, and how to respond to, support and accommodate staff who have disclosed mental health concerns. We strive to create an environment where people can confidently start conversations about mental health without fear of stigma or discrimination. We encourage the establishment of flexible working arrangements where practical.
- 2.3 We will build inclusive leadership capability by ensuring that DIW principles are embedded within our core leadership development programme. People leaders will be held accountable for executing our diversity and inclusion vision, being role models, and applying equitable, inclusive, and consistent people management practices.
- 2.4 We acknowledge and honour Te Tiriti o Waitangi (The Treaty of Waitangi) and are committed to incorporating te ao Māori in the way we operate to benefit Maori and all Group people and stakeholders. We do this, in part, by actively driving engagement with Iwi in New Zealand.



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- 2.5 We acknowledge the Traditional Custodians of country throughout Australia and their connections to land, sea, and community. We will strive to deepen Aboriginal cultural competence and continue to build relationships with the Aboriginal and Torres Strait Islander community.
- 2.6 Learning, development and progression opportunities will be made available to all staff and all professional opportunities will be filled based on merit, experience and other job-related criteria.
- 2.7 We will actively support our cultural diversity through inclusive holiday celebrations and events to build cultural awareness and help us better understand and connect with one another.

### 3. Definitions

- 3.1 **Equality** refers to treating people equally in the workplace in terms of status, rights and opportunities.
- 3.2 **Equal Employment Opportunity** refers to ensuring that all employees are given equal access to training, promotion, appointment or any other employment related matter without regard to any factor not relevant to their ability to perform their duties.
- 3.3 **Inclusion** refers to people being respected, valued and treated fairly in the workplace and this being reflected in practices and behaviours in the workplace to ensure that people feel included.
- 3.4 **Diversity** refers to people's attributes and characteristics which make individuals different from each other, including but not limited to: gender, sexual orientation, religion, race/ethnicity, disability, age, marital status, political opinion, family status, employment status, or union membership status.

### 4. Roles and Responsibilities

**Individual Responsibilities:** All Group employees, contractors and individuals should support the Group's DIW initiative and behave appropriately in the workplace. Specific responsibilities include:

- Ensuring that colleagues are treated fairly and equally in the workplace.
- Ensuring that students, stakeholders, and any other person or entity they deal with in the course of their employment are treated fairly and with respect.
- Being conscious of other people's values, cultures, beliefs and not acting in an adverse or insensitive manner.
- Reporting any incidents that are inconsistent with our commitment to equal opportunity, Diversity and Inclusion, or which impact on the implementation of this Policy.

**Manager Responsibilities:** Managers will model appropriate behaviour and are responsible for:

- Day-to-day implementation, support and monitoring of this Policy.
- Creating a working environment that is free of all forms of discrimination and harassment and where all members of staff are treated with dignity, courtesy, and respect.
- Promoting appropriate standards of conduct at all times.



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### **Diversity and Inclusion Officer:**

- Providing Diversity and Inclusion advice, support, and training to managers
- Promoting awareness of this Policy through education and training.
- Reviewing internal practices and introducing workplace improvements to support our DIW vision.
- Timely investigation and resolution of complaints raised under this Policy.

## **5. Raising Concerns and Complaints**

- 5.1** The Group encourages employees and others in the workplace to speak up and report any breaches of this policy.
- 5.2** If you wish to raise a concern informally, you are encouraged to address your concern directly with the person it relates to. However, where this is inappropriate, you should raise the matter with your manager.
- 5.3** Formal complaints should be raised with the Diversity and Inclusion Officer. The complaint should be in writing and detail what happened, when and where it happened, the names of persons who may have witnessed the incident/behaviour, and what outcome you would want in terms of resolution. All complaints will be managed in accordance with the Group Performance and Misconduct policy.



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