

## Diversity Policy

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### 1. Scope

This policy applies to:

- board members;
- all staff, including: managers and supervisors; full-time, part-time or casual, temporary or permanent staff; job candidates; student placements, apprentices, contractors, sub-contractors and volunteers;
- all referrers, resellers, licensees or partners;
- how Internet Removals Pty Ltd (“**Internet Removals**”) provides services to clients and how it interacts with other members of the public;
- all aspects of employment, recruitment and selection, conditions and benefits, training and promotion, task allocation, shifts, hours, leave arrangements, workload, equipment and transport;
- on-site, off-site or after-hours work, work-related social functions, conferences – wherever and whenever staff may be as a result of their Internet Removals duties; and
- staff treatment of other staff, of clients, and of other members of the public encountered in the course of their Internet Removals duties.

All use of Internet Removals’ networks must be consistent with Internet Removals’ policies, procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.

### 2. Aims

Internet Removals recognises its talented and diverse workforce as a key competitive advantage. Our business success is a reflection of the quality and skill of our people. Internet Removals is committed to seeking out and retaining the finest human talent to ensure top business growth and performance.

Diversity management benefits individuals, teams, our company as a whole, and our customers. We recognise that each employee brings their own unique capabilities, experiences and characteristics to their work. We value such diversity at all levels of the company in all that we do.

Internet Removals believes in treating all people with respect and dignity. We strive to create and foster a supportive and understanding environment in which all individuals realise their maximum potential within the company, regardless of their differences. We are committed to employing the best people to do the best job possible. We recognise the importance of reflecting the diversity of our customers and markets in our workforce. The diverse capabilities that reside within our talented workforce, positions Internet Removals to anticipate and fulfil the needs of our diverse customers, both domestically and internationally, providing high quality products/services.

Internet Removals is diverse along many dimensions. Our diversity encompasses differences in ethnicity, gender, language, age, sexual orientation, religion, socio-economic status, physical and mental ability, thinking styles, experience, and education. We believe that the wide array of perspectives that results from such diversity promotes innovation and business success. Managing diversity makes us more creative, flexible, productive and competitive.

### **3. Recruitment**

As a global organisation, Internet Removals recruits people from all around the globe. We believe that our employees from many different cultural, linguistic and national backgrounds provide us with valuable knowledge for understanding complex international markets.

### **4. Career development and promotion**

Internet Removals rewards excellence and all employees are promoted on the basis of their performance. All managers are trained in managing diversity to ensure that employees are treated fairly and evaluated objectively.

### **5. Community programmes**

Internet Removals recognises that there are distinct demographic groups that have long been disadvantaged. We recognise that racism, ageism, sexism and other forms of discrimination are problems both for our organisation and society as a whole. Internet Removals is committed to tackling cultural stereotypes both within and outside our organisation. We have clear reporting procedures for any type of discrimination or harassment combined with follow-up procedures to prevent future incidents.

Internet Removals combats discrimination in the wider community through partnerships with community-based groups. We work closely with victims of domestic violence and sexism who are often victims of a phenomenon referred to as 'Image Based Abuse' or 'Revenge Porn'. We are committed to helping people recover from common assaults on their privacy, reputation and mental health.

### **6. Diversity practices**

All employees undergo diversity training. Diversity training encompasses raising awareness about issues surrounding diversity and developing diversity management skills.

Internet Removals provides a safe and pleasant environment for our employees. We offer:

- Flexible working time arrangements.

- Employee education assistance.
- Employee network and support groups.
- Open communications.
- Childcare assistance.
- Mentor programmes.

## **7. More information**

If you have a query about this policy or need more information, please contact your direct supervisor, the managing director or use our anonymous reporting portal.

Contacts for these matters are:

Email: [Zach@internetremovals.com.au](mailto:Zach@internetremovals.com.au)

Phone: 1300 039 196

## **8. Review details**

This policy was adopted by Internet Removals on 05/01/2021.

This policy was last updated on 05/01/2021.