



Gender Equality in the Workplace Policy

This Gender Equality in the Workplace Policy applies to all Employees of the business.

The objective of the policy is to establish a culture that values and respects diversity, gender equality, and equal opportunities for all employees.

The requirement is for all staff to comply with Gender Equality in the Workplace Policy.

Procedures (not required)

Purpose

The purpose of this policy is to promote and maintain a workplace culture that values and respects diversity, gender equality, and equal opportunities for all employees at Sydney Drafting Concepts and Designs. We are committed to creating an inclusive work environment where all employees, regardless of their gender, can thrive, contribute, and excel. This policy outlines our objectives and requirements for fostering gender equality within our organisation.

Objective

The objectives of this policy are:

- To establish a workplace culture that values diversity, gender equality, and equal opportunities for all employees.
- To ensure fair and equitable treatment, opportunities, and outcomes for all employees, regardless of their gender.
- To comply with all relevant Australian legislation and regulations, including the *Sex Discrimination Act 1984*, the *Workplace Gender Equality Act 2012*, and the *Fair Work Act 2009*.
- To proactively address and eliminate any gender-based discrimination, harassment, or bias in the workplace.
- To promote gender diversity and equal representation in leadership and decision-making positions.

Policy Requirements

To implement this Gender Equality in the Workplace Policy, Sydney Drafting Concepts and Designs will adhere to the following requirements:

- **Recruitment** **and** **Selection:**
Sydney Drafting Concepts and Designs will ensure that recruitment and selection processes are transparent, equitable, and free from gender bias. We will use gender-neutral language in job advertisements and apply consistent selection criteria to all candidates, regardless of their gender.
- **Pay** **Equity:**
Sydney Drafting Concepts and Designs is committed to providing equal pay for work of equal or comparable value, regardless of an employee's gender. We will regularly review and analyse remuneration data to identify and address any gender pay gaps.
- **Training** **and** **Development:**
Sydney Drafting Concepts and Designs will provide equal opportunities for all employees to access training, development, and career advancement opportunities. We will also implement programs and initiatives to support the growth and development of underrepresented groups, including women in leadership positions.



- **Flexible Work Arrangements:**
Sydney Drafting Concepts and Designs will promote and support flexible work arrangements that accommodate the diverse needs of our employees, including those related to family and caregiving responsibilities. This approach will be applied in accordance with our Flexibility Policy.
- **Reporting and Monitoring:**
Sydney Drafting Concepts and Designs will monitor and report on gender equality metrics, including gender representation, pay equity, and the effectiveness of initiatives aimed at promoting gender equality in the workplace. We will use this data to inform continuous improvement efforts and ensure compliance with relevant legislation.
- **Prevention of Discrimination and Harassment:**
Sydney Drafting Concepts and Designs is committed to providing a safe and inclusive work environment, free from gender-based discrimination, harassment, and victimisation. All employees are expected to adhere to our Anti-Discrimination and Harassment Policy, and we will promptly investigate and address any incidents or complaints.
- **Communication and Training:**
Sydney Drafting Concepts and Designs will provide training and resources for employees and managers to support the effective implementation of this Gender Equality in the Workplace Policy. We will also communicate the policy throughout the organisation and include it in our employee handbook and onboarding process.

By adopting this Gender Equality in the Workplace Policy, Sydney Drafting Concepts and Designs demonstrates our commitment to creating an inclusive and equitable work environment that supports the well-being and success of all employees, regardless of their gender.

The Director is responsible for communicating the Gender Equality in the Workplace Policy to all persons working for or on behalf of the organisation and making it available to interested parties.