

27th August 2020

**POLICY POL-104
VERSION 1.2**

WORKPLACE HEALTH AND SAFETY

1. Purpose

This policy provides the framework by which Elite Staffing Solutions actively manages and encourages diversity and inclusion across the organization. Elite Staffing Solutions believes that diversity and inclusion is a business imperative, in that it provides a foundation to enable us to meet the organization's objectives and achieve sustainable business results, to enhance Elite's reputation, and to help the organization's people contribute to Elite Staffing Solution's success.

2. Scope

This policy applies to all employees of Elite Staffing Solutions.

3. Policy

Diversity includes, but is not limited to gender, age, ethnicity, and cultural background. Valuing and managing diversity mean that Elite Staffing Solutions will:

- Facilitate equal employment opportunities based on relative ability, performance, or potential.
- Help to build a safe work environment by acting against inappropriate workplace and business behaviour that does not value diversity including discrimination, harassment, bullying, victimisation, and vilification.
- Develop flexible work practices to meet the differing needs of our employees.
- Attract and retain a skilled and diverse workforce as an employer of choice.
- Enhance customer service and market reputation through a workforce that respects and reflects the diversity of our customers.
- Make a contribution to the economic, social and educational well-being of the communities it serves.
- Improve the quality of decision-making, productivity, and teamwork.
- Create an inclusive workplace culture.

4. Roles and Responsibilities

Employee responsibilities:

- Complying with the provisions of the diversity policy.
- Treating all colleagues and customers with respect and professionalism

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- informing the Director or CEO of any breach or potential breach of the diversity policy.

Director responsibilities:

- Ensuring that the principles outlined in this policy are applied in the workplace.
- Ensuring all decisions relating to appointment, promotion and career development are made in accordance with the principles outlined in this policy
- Providing an inclusive environment that celebrates and recognizes the value of a diverse team
- Considering all employee requests that will help promote diversity at Elite Staffing Solutions and make reasonable accommodations to these requests
- Ensuring their team members are aware of and behave in accordance with Elite Staffing Solution's diversity policy.
- Providing ongoing support and guidance to all employees in relation to diversity principles and practice.

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Diversity Policy



Document Control

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2.	Date of Release	27Aug-2020
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5.	Document Owner	Elite Staffing Solutions

Document Approvers

S. No.	Approver	Approved Through Nominee	Nominee Contact
1	Elite Staffing WHS Committee	All Members	Jessica Chandrasinghe

Version History

Section / Page No.	Description of Amendment	Reason for Amendment	New Version No. & Effective Date	Amendment by:	Approved by:
	Minor working changes	Minor updates from audit	1.1 01 Dec 2018	Chenath Fernando	Jessica Chandrasinghe
	New document	Updated for new format	1.2 27 Aug 2020	Jessica Chandrasinghe	Bruce van Twest

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