



## TOTAL RESOURCE SOLUTIONS DIVERSITY AND INCLUSION POLICY

Total Resource Solutions Pty Ltd (TRS) is committed to celebrating an inclusive workplace which celebrates diversity. We recognise and embrace that it is diversity within our organisation which makes us unique and equips us with the tools for ongoing success. Encouraging diversity allows us to appreciate the unique mix of attributes each individual brings to TRS, and grow as an organisation through different viewpoints, suggestions and ideas.

As a company, we recognise the changing dynamic of Australian society, and therefore the area in which we operate, and the individuals we engage with.

TRS is an equal employment opportunity organisation who welcome candidates (and staff members) from all backgrounds, and we do not discriminate on any factor, including gender, sexual orientation or race.

TRS and its staff members are up-to-date on, and aware of, relevant employment legislation, including:

- Sex Discrimination Act 1984 (Cth);
- Disability Discrimination Act 1992 (Cth);
- Age Discrimination Act 2004(Cth);
- Racial Discrimination Act 1975 (Cth); and
- Anti-Discrimination Act 1977 (NSW).

We understand that these laws provide that individuals cannot be discriminated against based on, but not limited to the following areas: race; ethnicity; colour; sex; sexual orientation; gender identity; relationship status; family or carer responsibilities; pregnancy; mental or physical disability; religion; political opinion; or age. TRS employs individuals who whole-heartedly agree with this ethos, and ensure that any and all forms of discrimination or harassment are not allowed. TRS has a strict no-tolerance policy on these matters.

TRS is dedicated to focusing on diversity and inclusion in the following areas:

- Gender Equality - TRS employees are able to access the same opportunities to build and grow their career, regardless of gender or gender identity
- Indigenous Australians - TRS have been active in collaborating with Indigenous Australian organisations to help provide Aboriginal and Torres Strait Islanders with the best possible outcomes for their future. As well as collaborating with organisations in a professional capacity, we are experienced in recruiting for Identified roles, and the processes therein
- Pride - We aim to provide a safe, inclusive and open culture. This includes supporting organisations such as the Sydney Gay & Lesbian Mardi Gras.
- Disability - TRS encourages and accepts individuals with both visible and non-visible disabilities, and ensures to make adequate adjustments as required



To ensure our staff are dedicated to our commitment to diversity and inclusion, TRS ensures to:

- Set expectations. When staff members are brought into the organisation, they undergo training which includes an outline of performance expectations and explanation of the company culture.
- Train staff members in inclusive employment practices whilst undertaking recruitment activities; including understanding discrimination and how to eliminate this from the recruitment process.
- Implement shortlisting and hiring evaluation policies which only look at the criteria relevant to each specific job opening.

### **Disability Inclusion**

Throughout the recruitment process, we adapt to specific needs. At all stages of the recruitment processes, we are willing to make adjustments within our control to ensure a smooth process for all candidates.

Our consultants will check with candidates prior to interview and/or commencement of a new role in relation to special requirements, and inform clients of relevant adjustments, such as:

- Wheelchair-accessible access into buildings
- Special equipment for sight impairment, such as computer screens and keyboards
- Ergonomic adjustments i.e. stand up desks and ergonomic chairs/footrests.

TRS consultants understand that disabilities may be both visual and non-visual. TRS encourages all employees to deal with individuals with a disability with discretion and professionalism to ensure positive outcomes are achieved.

### **Breaches**

Breaches of TRS' Diversity and Inclusion Policy are considered serious and may result in disciplinary action and/or, in the case of serious breaches, termination of employment.