



HELEN & JOEY
— ESTATE —
YARRA VALLEY

Diversity, Inclusion and Anti-Discrimination Policy

July 2023

POLICY STATEMENT:

Helen & Joey Estate and Re'em Yarra Valley is a discrimination-free workplace. Helen & Joey Estate and Re'em Yarra Valley complies with the Equal Opportunity Act 2010 (the Act) and expects all of its team members to act in accordance with the Act. Helen & Joey Estate and Re'em Yarra Valley will not tolerate any type of discrimination in the workplace. In accordance with all federal, state and local laws, we will recruit, hire, remunerate, train and develop, evaluate, discipline, place, promote, roster, and terminate the employment of team members equally and fairly. We will provide a workplace which is free from discrimination, bullying and harassment.

It is the policy of Helen & Joey Estate and Re'em Yarra Valley that all team members are aware of what constitutes discrimination and what the 'protected attributes' under the law are.

Helen & Joey Estate and Re'em Yarra Valley actively encourages diversity of all types: race, religion, age, sex, sexual orientation or gender identification or expression, physical attributes, disability, and political persuasion, among others, and creates a safe, inclusive, and accepting environment.

Helen & Joey Estate and Re'em Yarra Valley is establishing this policy because we recognise the need to be proactive about ensuring discrimination does not occur in the workplace, as well as ensuring that diversity, inclusion and tolerance are hallmarks of our culture. All team members of Helen & Joey Estate and Re'em Yarra Valley are expected to comply with this policy. Engaging in any type of discriminatory behaviour is not only a breach of Helen & Joey Estate and Re'em Yarra Valley policy but is also unlawful.

PROCEDURES:

a. Under the Equal Opportunity Act 2010 it is against the law to discriminate against a person on the basis of the following protected attributes:

- Age
- Carer status
- Disability
- Employment Activity
- Gender identification or expression
- Industrial action
- Lawful sexual activity
- Marital status
- Parental status



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- Physical features
 - Political belief or activity
 - Pregnancy
 - Breastfeeding
 - Race (including colour, nationality, ethnicity and ethnic origin)
 - Religious belief or activity
 - Sex
 - Sexual orientation, intersex status or gender identification or expression
 - Personal association with someone who has, or is assumed to have, any of these personal characteristics
- b. Discrimination is the unfavorable treatment of a person due to one or more of their personal characteristics. Discrimination may take the form of direct discrimination and/or indirect discrimination.
- **Direct discrimination** is when a person treats or proposes to treat a person with a protected personal characteristic unfavorably because of that personal characteristic.
 - **Indirect discrimination** is also against the law and refers to situations where treating everyone the same is unfair. This occurs where an unreasonable requirement, condition or practice that purports to treat everyone the same ends up actually disadvantaging someone with a personal characteristic protected by the law.
 - Sexual harassment is also against the law. Engaging in conversations or activities that make somebody feel uncomfortable or offended, especially with regards to sex, sexual orientation or gender identification or expression can be considered sexual harassment and also be discriminatory. Helen & Joey Estate and Re'em Yarra Valley does not permit any type of sexual harassment or discrimination in the workplace – refer to Harassment & Victimisation & Workplace Bullying Policy. All team members are encouraged to be mindful of conversations that may offend or upset someone based on any of the protected attributes, including telling inappropriate or discriminatory jokes.
- c. Functions that occur outside of the workplace, but as an extension of the workplace (even when not organised by Helen & Joey Estate and Re'em Yarra Valley), are covered by this policy as well as the Helen & Joey Estate and Re'em Yarra Valley Harassment, Bullying & Victimisation Policy. This includes team members attending drinks or dinner outside work times.
- d. If you feel that you have been the victim of discrimination you should advise your Direct Manager, in line with the Helen & Joey Estate and Re'em Yarra Valley grievance procedure. If you are unable, for any reason, to approach your Direct Manager, then you should speak with an external HR consultant, Managing Director or another manager in the business.



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- e. If Helen & Joey Estate and Re'em Yarra Valley fails to take appropriate action or rectify the situation, you can seek advice from the Victorian Equal Opportunity and Human Rights Commission on 1300 292 153 or email enquiries@veohrc.vic.gov.au
- f. Helen & Joey Estate and Re'em Yarra Valley require all team members to contribute to an environment that is not only free from discrimination of any sort but rather actively embraces and welcomes diversity in all its forms and actively seeks to be inclusive and promotes understanding and tolerance.