
DIVERSITY AND INCLUSION POLICY AND PROCEDURES

Purpose

The purpose of this Diversity and Inclusion Policy is to affirm Trendie's commitment to fostering a workplace where diversity is valued, and inclusivity is a fundamental principle. This policy aims to create an environment that embraces the unique backgrounds, perspectives, and experiences of all employees, promoting equality and eliminating discrimination. It aligns with relevant Australian legislation to ensure compliance and uphold the rights of every individual.

Scope

This policy applies to all Trendie employees, including full-time, part-time, temporary, and contract staff. It encompasses all aspects of employment, including recruitment, promotion, training, compensation, benefits, and work environment. The policy also extends to interactions with customers, suppliers, and external partners, ensuring that our commitment to diversity and inclusion is reflected in all our dealings.

Policy Statement

Trendie is dedicated to creating a diverse and inclusive workplace that reflects the diverse community we serve. We recognise the importance of diversity in driving innovation, enhancing employee engagement, and achieving organisational success. We are committed to providing equal opportunities and fostering an environment where everyone feels valued and respected, regardless of their gender, age, ethnicity, religion, disability, sexual orientation, or any other characteristic protected by law.

Legislative Framework

This policy is underpinned by relevant Australian legislation, including but not limited to:

- **Racial Discrimination Act 1975 (Cth)**
- **Sex Discrimination Act 1984 (Cth)**
- **Disability Discrimination Act 1992 (Cth)**



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- **Age Discrimination Act 2004 (Cth)**
- **Fair Work Act 2009 (Cth)**
- **Australian Human Rights Commission Act 1986 (Cth)**

Trendie is committed to adhering to these laws and any other relevant legislation, ensuring compliance in all its operations.

Key Principles

- **Equal Opportunity:**

Trendie is committed to providing equal employment opportunities to all individuals, regardless of their background or personal characteristics. Decisions regarding recruitment, promotion, training, and other employment practices will be based solely on merit and the needs of the business.

- **Inclusive Culture:**

We aim to cultivate a workplace culture where everyone feels included, respected, and able to contribute fully. This includes recognising and valuing the diverse perspectives, skills, and experiences that each employee brings to the organisation.

- **Zero Tolerance for Discrimination and Harassment:**

Discrimination, harassment, bullying, or any other form of unfair treatment will not be tolerated. We are committed to providing a work environment that is free from any behaviour that undermines the dignity and respect of individuals.

- **Cultural Awareness and Sensitivity:**

Employees are encouraged to develop an understanding of different cultures, beliefs, and practices. We support cultural awareness and sensitivity to promote harmony and effective communication within our diverse workforce.

- **Workplace Flexibility:**

We recognise the importance of work-life balance and offer flexible work arrangements to accommodate the diverse needs of our employees. This includes provisions for those with family responsibilities, disabilities, or other personal commitments.

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Responsibilities

- **Employees:**

All employees are responsible for upholding the principles of diversity and inclusion in their daily interactions and behaviours. They are expected to treat colleagues, clients, and external partners with respect and report any incidents of discrimination, harassment, or unfair treatment.

- **Managers:**

Managers play a critical role in promoting diversity and inclusion within their teams. They are responsible for fostering an inclusive environment, addressing any concerns promptly, and ensuring that their team members are aware of and comply with this policy.

- **HR Department:**

The HR department is responsible for implementing and monitoring the effectiveness of this policy. This includes providing training, investigating reports of discrimination or harassment, and ensuring that recruitment and other employment practices are free from bias.

Procedures

- **Recruitment and Selection:**

- The recruitment process will be designed to attract a diverse pool of candidates.
- Job advertisements will be free from language that may deter certain groups from applying.
- Selection criteria will be based on the essential requirements of the role, and interview panels will be trained to recognise and mitigate unconscious bias.

- **Training and Development:**

- Diversity and inclusion training will be provided to all employees to raise awareness and foster an inclusive workplace culture.
- Training programs will be designed to accommodate the diverse learning needs of employees, including provisions for those with disabilities.



- **Reporting and Addressing Discrimination or Harassment**

- Employees who experience or witness discrimination, harassment, or any form of unfair treatment are encouraged to report it to their manager or the HR department.
- Reports can be made confidentially and will be investigated promptly and impartially.
- Appropriate actions will be taken in accordance with company policies and relevant legislation, which may include disciplinary measures for those found to have engaged in discriminatory or harassing behaviour.

- **Workplace Flexibility**

- Employees can request flexible work arrangements to accommodate their personal needs, including family responsibilities or medical conditions.
- Requests will be assessed on a case-by-case basis, taking into consideration the needs of the employee and the operational requirements of the business.

- **Monitoring and Review**

- The effectiveness of this policy will be monitored through regular surveys, feedback, and the analysis of employment data.
- An annual review of the policy will be conducted to ensure its relevance and effectiveness, taking into account any changes in legislation or organisational needs.

Compliance and Enforcement

Trendie is committed to enforcing this Diversity and Inclusion Policy. Any breach of this policy will be taken seriously and addressed in accordance with our disciplinary procedures. Employees found to have engaged in discriminatory or harassing behaviour may face disciplinary action, up to and including termination of employment.



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Review and Updates

This policy will be reviewed annually to ensure it remains current and effective. Any updates or changes will be communicated to all employees. Trendie is dedicated to continuous improvement in our diversity and inclusion practices and welcomes feedback from employees to help us achieve this goal.

Implementation

This policy will be communicated to all new and existing employees through training sessions, the employee handbook, and the company intranet. Ongoing education and awareness initiatives will be conducted to reinforce the importance of diversity and inclusion within Trendie.

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