

DUNCAN YOUNG CONSULTING

leadership & communication

DIVERSITY AND INCLUSION

We acknowledge and pay our respects to First Nations knowledge holders and recognise the unceded lands on which we live, work and learn.

Purpose

Duncan Young Consulting Pty Ltd is committed to creating and maintaining an inclusive workplace that values and celebrates diversity. This policy outlines our commitment to ensuring all employees, contractors, and clients are treated fairly, with respect and dignity, and that our workplace and training environments are free from discrimination, harassment, and bias.

Scope

This policy applies to:

- All employees, contractors, and consultants engaged by Duncan Young Consulting Pty Ltd
- All aspects of employment, including recruitment, development, promotion, remuneration, and workplace behaviour
- All interactions with clients, partners, and participants in our training programs

Our Commitment

We recognise that diversity in our workforce and client base strengthens our business and enhances the quality of our services.

We are committed to:

- Promoting a culture that respects and values individual differences
- Providing equal access to opportunities, regardless of background or personal characteristics
- Fostering an inclusive environment where everyone feels supported and empowered to contribute

Definition of Diversity and Inclusion

- **Diversity** refers to the variety of unique experiences, backgrounds, and perspectives that individuals bring, including (but not limited to) differences in gender, age, culture, ethnicity, disability, sexual orientation, religion, language, and life experience.
- **Inclusion** means creating an environment where all people feel respected, involved, connected, and able to achieve their full potential.

Principles

Duncan Young Consulting will:

- **Model Inclusive Leadership:** Ensure leaders set a positive example and actively promote diversity and inclusion.
- **Fair Recruitment and Selection:** Base employment decisions on merit, skills, and potential, ensuring fairness and equity at every stage.
- **Respectful Workplace:** Provide a workplace free from discrimination, bullying, and harassment.
- **Accessible Training and Development:** Design and deliver training programs that are inclusive and accessible to all participants.
- **Ongoing Education:** Build awareness and understanding of diversity and inclusion through training, discussion, and continuous improvement.
- **Accountability:** Hold all employees responsible for supporting and upholding the principles of this policy.

To put this policy into practice, we will:

- Incorporate diversity and inclusion objectives into business planning and performance reviews
- Provide regular training and awareness sessions for staff
- Encourage open communication and feedback on inclusion issues
- Review recruitment and client engagement processes to ensure they reflect best practice in inclusion

- Regularly review and update this policy

Any employee or contractor who believes they have experienced or witnessed discrimination, harassment, or exclusion should report their concern to their manager or the Director.

All complaints will be handled promptly, confidentially, and without victimisation.

DYC expects co-operation from all employees and contractors in conducting themselves in a professional, ethical, and socially acceptable manner of the highest standards.

Any employee in breach of this policy may be subject to disciplinary action, including termination.

Should an employee or contractor have doubts about any aspect of the Code of Conduct, they must seek clarification from their direct Manager.

This policy will be regularly reviewed by Duncan Young Consulting Pty Ltd, and any necessary changes will be implemented by the DYC Management team. DYC reserves the right to update this Diversity and Inclusion policy at any time without notice, in order to address changed circumstances or legislation or improve Diversity and Inclusion practices. You may obtain a copy of the current version of the Diversity and Inclusion policy by contacting DYC.