

# Diversity & Inclusion Policy

MEMBER OF

**DIVERSITY  
WORKS<sup>NZ</sup>**

Formerly the Equal Employment  
Opportunities Trust



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**THE WOMEN'S  
EMPOWERMENT PRINCIPLES**

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## BACKGROUND

Precinct understands the business & cultural benefits of achieving a diverse and highly inclusive workforce.

Precinct is committed to promoting and improving on diversity and inclusion at all levels across its business. This commitment is key to:

- Promoting an inclusive, diverse and supportive culture at Precinct.
- Achieving better business outcomes by leveraging the unique experiences of people with diverse backgrounds.
- Driving innovation and creativity through the inclusion of different perspectives.
- Attracting talent and retaining a high calibre of employee who share the values of Precinct.

Operating with clear and robust diversity management practices is integral within the competitive labour market and assists greatly in attracting and retaining employees from the widest possible pool of available talent.

## APPLICATION

All Precinct staff (including officers, employees, contractors, subcontractors, volunteers and agents).

This policy and its application are at Precinct's absolute discretion (subject to Precinct complying with its statutory obligations). This policy may be varied, rescinded or replaced from time to time and may not be applied by Precinct in every situation.

This policy is not intended to constitute a contractual term or a contractual promise.

## GUIDING PRINCIPLES

We recognise that diversity includes, but is not limited to, gender, age, disability, ethnicity, marital or family status, socio-economic background, religious or cultural background, sexual orientation and gender identity.

We understand that in order to have a properly functioning diverse and inclusive workplace, discrimination, harassment, vilification and victimisation cannot and will not be tolerated. We are committed to eliminating conscious and unconscious discrimination or bias.

In order to achieve our goals and improve diversity and inclusion on an on-going basis we must review this policy and our management practices and measure progress against a clear set of targets year on year.

We are accountable for improving diversity and inclusion. We will report on our progress in a clear and transparent manner.

## DIVERSITY MANAGEMENT PRACTICES

Precinct commits to undertaking the following management practices in order to achieve continuous improvement relating to diversity and inclusion. Precinct will:

- Ensure that recruitment and selection practices, from the board level downwards, are appropriately structured so that a diverse range of candidates are considered for each role. In particular:

- The panel of interviewers will be rotated and tested to ensure that there are no conscious or unconscious biases that might discriminate against certain candidates.
- Interview shortlists and Interview Panels will always include candidates/participants of all genders.
- The Intern and Graduate Programmes will focus on attracting high performing female students and providing them with an opportunity to gain experience through internship or join the Precinct Team in a graduate role.
- Ensure that all employees, contractors and consultants operate in accordance with the Precinct Culture Charter which promotes collaboration, inclusion, diversity and mutual respect. Inclusion is stated as a competency within the formal Performance Review process and all employees are measured against this.
- Communicate this policy clearly and regularly to all employees, contractors and consultants. The values of Precinct in relation to diversity, inclusion and anti-discrimination must be adopted by all employees, contractors and consultants.
- Provide a flexible approach to work in the form of offering flexible working hours and the ability to work remotely. We believe these assist employees of all genders to meet domestic responsibilities.
- Provide a generous Parental Leave entitlement over and above the Government legislative amount for both primary and secondary caregivers. Precinct encourages primary caregivers on Parental Leave to continue to participate in activities such as team days, performance review and any other activities they are interested in. These team members continue to be informed on business activity and are provided opportunity to participate in any team survey or feedback gathering during their time away from work.
- Undertake surveys and gather insights on diversity and inclusion in the workplace on an annual basis. All employees, contractors and consultants are provided the opportunity to let us know how they find working for this business, from their unique perspective. These insights help us to ensure the working culture is positive for all individuals at all levels.
- Undertake Remuneration Equality Studies annually. These are reviewed and approved by the board.
- Continue its robust Wellness Programme. This programme assists in achieving greater diversity, as measures and mechanisms are put in place to help support health and wellbeing across a diverse workforce at all levels.
- Help employees express their individuality and identity. To assist with this aim Precinct has introduced a more relaxed 'Dress for your Day' Policy. Traditional business attire continues to be acceptable, however, Precinct staff now have more flexibility in how they choose to dress.
- Maintain its membership of Diversity Works (the Equal Employment Opportunities Trust) and involve itself with other organisations and projects that can assist to further the objectives of this policy.

## MEASURABLE OBJECTIVES

The Precinct board will continue to assess the diversity of the board and the officers of Precinct. Diversity will be measured by the board annually.

The Board has set the following diversity measures in relation to this policy that will be disclosed in the Annual Report:

- **Gender will be measured across:**
  - Whole business
  - Position (employee level)
  - Board
- **Age will be measured on a whole company basis**
- **Ethnicity will be measured on a whole company basis**
- **Statistics on flexible working arrangements and parental leave by gender**

Targets to improve gender diversity have been set as below. These will be reported against in the Annual Report. Please note that the balanced gender representation target that Precinct currently strives to achieve is the 40:40:20 rule, meaning that no gender has less than 40% representation.

Representation of Women at Precinct:

Roles	Current	2023 Target
Precinct Board	28%	40%
Senior Leadership Team	14%	40%
All Employees	52%	40%+

## **ACCOUNTABILITIES**

### **Board of Directors (Precinct)**

It is the accountability of board members to:

- Promote awareness of the importance of diversity
- Review and approve this policy, which will require updating from time to time
- Set annual KPIs and measuring against these in a clear and transparent manner

### **CEO**

It is the accountability of the CEO to:

- Develop, implement and communicate this policy to all applicable stakeholders
- Review the performance of Precinct against this policy in conjunction with HR and Board members on an annual basis
- Ensure all business practices are undertaken in accordance with this policy
- Ensure reporting against diversity targets is undertaken in a clear and transparent manner

### **Immediate manager accountabilities**

It is the accountability of the immediate manager to:

- Continue to promote diversity, collaboration and inclusion within the team
- Look for opportunities to leverage diverse perspectives within the team in day to day business activity
- Raise any concerns about discrimination, bullying or harassment with the HR Manager

### **Employee accountabilities**

It is the accountability of employees to:

- Comply with this policy and behave in accordance with the Precinct Culture Charter
- Not actively or passively participate in or encourage discrimination, bullying or harassment in the workplace
- Raise any concerns about discrimination, bullying or harassment with the relevant manager

For more information please see the HR Manager

This policy should be considered in conjunction with the:

- Precinct Culture Charter
- Precinct Code of Conduct

- Harassment and Bullying Policy
- Remuneration Policy