

Diversity and Inclusion Policy



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Policy Title: Promoting Diversity and Inclusion in the Workplace

Effective Date: 29th January 2024

Review Date: 29th January 2025

Policy Owner: HR Department / CEO

Purpose

This policy outlines Velocity Air's commitment to fostering a diverse, equitable, and inclusive workplace. We believe diversity enriches our organisation, drives innovation, and enables us to better serve our clients and community. This policy ensures every individual feels valued, respected, and empowered to contribute their unique perspectives and skills.

Scope

This policy applies to all employees, contractors, interns, and job applicants across all levels of the organisation.

Definitions

- **Diversity:** The inclusion of individuals from various backgrounds, experiences, and perspectives, including but not limited to race, ethnicity, gender, age, disability, sexual orientation, religion, and socioeconomic status.
- **Inclusion:** Creating an environment where everyone feels welcomed, respected, and has equal access to opportunities and resources.
- **Equity:** Ensuring fair treatment, access, and opportunities for all, while striving to eliminate barriers that may hinder individuals' contributions or advancement.

Policy Statement

At Velocity Air, we are committed to:

1. **Recruiting Diverse Talent**
 - Ensuring our recruitment practices reach a wide range of candidates from diverse backgrounds.
 - Using inclusive job descriptions and unbiased selection processes.
 - Partnering with community organisations and schools to attract underrepresented groups.
2. **Creating an Inclusive Environment**
 - Providing diversity and inclusion training for all employees and leaders.
 - Encouraging open communication and fostering a culture of respect.
 - Supporting Employee Resource Groups (ERGs) to promote shared interests and collaboration.

3. Ensuring Equity in Opportunities
 - Offering mentorship and professional development programs to all employees.
 - Regularly reviewing and adjusting policies to eliminate barriers to career growth.
 - Promoting equitable pay practices and transparency in salary structures.
4. Prohibiting Discrimination and Harassment
 - Enforcing a zero-tolerance policy for discrimination or harassment based on any personal characteristic.
 - Providing clear reporting mechanisms for incidents and ensuring confidentiality and swift resolution.
5. Celebrating Diversity
 - Recognising and celebrating cultural events, holidays, and traditions in the workplace.
 - Encouraging employees to share their unique experiences and perspectives.

Roles and Responsibilities

- **Leadership Team:** Act as role models for diversity and inclusion by demonstrating equitable behaviour and decision-making.
- **Managers:** Promote and implement this policy within their teams, ensuring diversity is a priority in hiring and operations.
- **Employees:** Respect and support colleagues, embrace diversity, and actively participate in inclusivity initiatives.
- **Human Resources:** Monitor progress, provide training, and address any concerns or violations of this policy.

Implementation and Accountability

- **Training and Awareness:** Conduct mandatory annual training for employees and leadership on diversity, equity, and inclusion topics.
- **Performance Reviews:** Incorporate diversity and inclusion goals into employee performance evaluations.
- **Metrics and Reporting:** Track and report progress in diversity metrics (e.g., representation, pay equity, and promotion rates).
- **Feedback Mechanism:** Allow employees to provide feedback on the policy and its implementation through surveys or suggestion boxes.

Reporting and Resolution

- Employees who experience or witness any form of discrimination, harassment, or inequity should report their concerns to their manager, HR department, or through the confidential reporting system. Velocity Air ensures all reports will be addressed promptly, fairly, and without retaliation.

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Policy Review

- This policy will be reviewed annually to ensure its effectiveness and alignment with organisational goals and legal requirements. Updates will be communicated to all employees.

Acknowledgment

- All employees are required to read, understand, and comply with this policy. By signing below, you acknowledge your commitment to upholding diversity and inclusion at Velocity Air.

A handwritten signature in black ink, appearing to be 'David Fields', written over a horizontal line.

David Fields

General Manager

Date: 29/01/2024

Conclusion

- Velocity Air recognises that diversity and inclusion are key drivers of success. By fostering a culture that values every individual, we aim to build a stronger, more innovative, and collaborative workplace for all.