

# Gender Diversity Policy



**Policy Title:** Gender Diversity and Inclusion Policy

**Effective Date:** 4<sup>th</sup> March 2024

**Review Date:** 5<sup>th</sup> March 2025

**Policy Owner:** HR Department

## Purpose

Velocity Air is committed to promoting gender diversity and fostering an inclusive workplace where all employees, regardless of gender, have equal opportunities to thrive. This policy provides guidance on creating a supportive environment, improving gender representation, and ensuring flexible work arrangements and fair parental leave entitlements.

## Scope

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

## Policy Objectives

1. Foster a workplace culture of inclusion and respect for all genders.
2. Improve gender representation at all levels, with a focus on leadership roles.
3. Provide flexible work arrangements and robust parental leave entitlements.
4. Ensure high return-to-work rates by supporting employees after parental leave.

## Policy Commitments

### 1. Flexible Work Policy

Velocity Air recognizes that flexible working arrangements are essential for supporting gender diversity and work-life balance.

- **Eligibility:** Flexible working arrangements are available to all employees, regardless of gender, including part-time, remote work, and adjusted hours.
- **Implementation:** Managers will assess flexible work requests fairly and align them with operational requirements.
- **Support:** Provide tools and resources for employees to work effectively in flexible arrangements.

### 2. Parental Leave Entitlements

We are committed to offering equitable parental leave policies that support all parents, regardless of gender.

- **Paid Leave:** Provide paid parental leave for primary caregivers and secondary caregivers in line with parental leave pay for a child born or adopted from 1<sup>st</sup> July 2023.
- **Adoption and Surrogacy:** Extend parental leave entitlements to adoptive parents and parents through surrogacy.
- **Support During Leave:** Maintain regular communication and offer updates on workplace developments to employees on parental leave.

### 3. Return to Work Rates

To ensure a smooth transition for employees returning from parental leave:

- Return-to-Work Programs: Implement tailored return-to-work programs, including phased returns, adjusted hours, or training refreshers.
- Manager Support: Train managers to provide ongoing support for returning employees.
- Retention Focus: Regularly monitor and report on return-to-work rates to identify and address barriers.

### 4. Other Related Policies

- Equal Pay Policy: Conduct regular pay audits to ensure gender pay equity across all roles and levels.
- Anti-Discrimination and Harassment Policy: Enforce a zero-tolerance approach to gender-based discrimination or harassment.
- Professional Development: Provide leadership training and mentorship programs, with specific support for women and underrepresented genders.
- Diversity Targets: Set measurable goals for gender representation in leadership and monitor progress annually.

### Roles and Responsibilities

#### Leadership Team:

- Actively promote gender diversity and lead by example.
- Allocate resources to support gender diversity initiatives.

#### Managers:

- Encourage and support flexible work arrangements.
- Provide a welcoming environment for employees returning from parental leave.

#### Employees:

- Support colleagues in flexible work arrangements and uphold a culture of respect and inclusion.

#### Human Resources:

- Design and implement gender diversity programs.
- Monitor metrics such as gender representation, return-to-work rates, and pay equity.

### Monitoring and Evaluation

- Annual Reporting: Publish diversity metrics, including gender representation, return-to-work rates, and pay equity analysis.
- Feedback Mechanism: Conduct employee surveys to identify and address barriers to gender diversity.
- Policy Review: Evaluate the effectiveness of this policy annually to ensure it meets organizational goals and employee needs.

## **Acknowledgment**

Velocity Air is committed to creating a workplace where employees of all genders can thrive. By supporting flexible work, parental leave, and career development, we aim to build a more inclusive and equitable future.

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

**David Fields**

General Manager

Date: 29/01/2024