

Cultural Diversity & Equality Policy

Policy Statement

Tranz Logistics is committed to encouraging diversity and eliminating discrimination in both its role as an employer and as a provider of services. Tranz Logistics aims to create a culture that respects and values each other's differences, that promotes dignity, equality and diversity, and that encourages individuals to develop and maximise their true potential. We are committed wherever practicable to achieving and maintaining a workforce that broadly reflects the local community in which we operate.

Purpose

The purpose of this policy is to provide equality and fairness for all our employment and in the provision of services and not to discriminate on the grounds of gender, marital status, race, ethnic origin, colour, nationality, disability, sexual orientation, religion or age. Tranz Logistics opposes all forms of unlawful and unfair discrimination.

All employees, trustees and volunteers, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training, volunteering or any other benefit will be on the basis of skills and ability.

Diversity Vision

Tranz Logistics recognizes its talented and diverse workforce as a key competitive advantage. Our business success is a reflection of the quality and skill of our people. Tranz Logistics is committed to seeking out and retaining the finest human talent to ensure top business growth and performance.

Diversity management benefits individuals, teams, our company as a whole, and our customers. We recognise that each employee brings their unique capabilities, experiences and characteristics to their work. We value such diversity at all levels of the company in all that we do.

Tranz Logistics believes on treating all people with respect and dignity. We strive to create and foster a supportive and understanding environment in which all individuals realise their maximum potential within the company, regardless of their differences. We are committed to employing the best people to do the best job possible. We recognize the importance of reflecting the diversity of our customers and markets in our workforce. The diverse capabilities that reside within our talented workforce, allow Tranz Logistics to anticipate and fulfil the needs of our diverse customers, both nationally and globally, providing high quality services.

Tranz Logistics is diverse along many dimensions. Our diversity encompasses differences in ethnicity, gender, language, age, sexual orientation, religion, socio-economic status, physical and mental ability, thinking styles, experience, and education. We believe that the wide array of perspectives that results from such diversity promotes innovation and business success. Managing diversity makes us more creative, flexible, productive and competitive.

Principles

Tranz Logistics's commitment to Equality and Diversity is:

- To create an environment in which individual differences and the contributions of all our employees, trustees and volunteers are recognized and valued

- To create a working environment that promotes dignity and respect for all. No form of intimidation, bullying or harassment will be tolerated
- To ensure training, development and progression opportunities are available to all
- To promote equality in the workplace, which it believes is good management practise and makes sound business sense
- To regularly review all employment and volunteering practises and procedures to ensure that no job applicants, staff, trustees or volunteers are treated less favourably than others
- To regularly review services to ensure they are accessible and appropriate to all groups within society
- To take breaches of this policy seriously and to take disciplinary action when required
- To provide information and training to all employees, trustees and volunteers so that they are fully aware of the issues relating to the Equality and Diversity and their responsibilities relating to it
- To develop an Equality Action plan, to ensure our policy is fully implemented
- To monitor and review the policy annually

Procedures

Positive Action

Tranz Logistics will act positively in using this policy as a means of making a public its commitment to provide equal opportunities to all present and future employees, trustees and volunteers. VTRU encourages all employees to apply for suitable opportunities and to seek training for promotion or in particular skills. Training regarding this policy is provided as part of the OH&S Induction. Any form of discrimination by an employee, trustee or volunteer is treated very seriously and will be dealt with using the Disciplinary Procedure.

Positive Discrimination

Positive discrimination is illegal and the recruitment of 'quotas' of particular groups is also illegal. Discrimination in selection to achieve or secure a balance of persons of different racial groups is also not allowed under the Race Relations Act 1976.

There is an exception, however, which may be appropriate for certain posts in Tranz Logistics i.e. when a genuine occupational qualification (GOQ) is necessary or desirable for a Particular group or sex. Both the Race Relations Act 1976 and the Sex Discrimination Act 1975 allow these exceptions.

Recruitment

Tranz Logistics recruits people from all around the globe. We believe that our employees from many different cultural, linguistic and national backgrounds provide us with valuable knowledge for understanding complex national and international markets.

Career Development and Promotion

Tranz Logistics rewards excellence and all employees are promoted on the basis of their performance. All managers are trained in managing diversity to ensure that employees are treated fairly and evaluated objectively.



Discrimination

Tranz Logistics recognises that there are distinct demographic groups that have long been disadvantaged. We recognize that racism, ageism, sexism and other forms of discrimination are problems both for our organisation and society as a whole. Tranz Logistics is committed to tackling cultural stereotypes both within and outside our organisation. We have clear reporting procedures for any type of discrimination or harassment combined with follow-up procedures to prevent future incidents (refer to Tranz Logistics OH&S Policy).

Diversity Practices

All employees undergo diversity training (refer to Tranz Logistics OH&S Policy Employee Induction). All employees, trustees and volunteers will be required to follow an appropriate induction process to ensure they are equipped to do the job. All employees, trustees and volunteers will receive training on the equality and diversity policy, procedures and action plan as part of their induction. Diversity training encompasses raising awareness about issues surrounding diversity and developing diversity management skills.

Tranz Logistics provides safe and pleasant environments for our employees. We offer:

- Flexible working time arrangements
- Employee education and training
- Open communication

Annual Leave and Religious Holiday's

Tranz Logistics will not ask about an employee's religion and will not discriminate against anyone wishing to celebrate their festivals. Employees are required to use part of their annual holiday entitlement to cover time off for these and must follow the normal holiday booking procedure.

Cultural and Religious Needs

Where employees, trustees or volunteers have particular cultural and religious needs, Tranz Logistics will consider whether it is reasonably practicable to meet these needs while maintaining the efficiency of the business.

Grievance and Disciplinary Procedures

Tranz Logistics will take seriously any complaints of discrimination and will not victimise people who make such complaints.

Staff will be made aware as part of the induction process their responsibilities in relation to Equality and Diversity and that discriminatory behaviour will be fully investigated and dealt with.

Bullying and Harassment

Tranz Logistics upholds the right of all employees and volunteers to be treated with respect and dignity and to work in atmosphere free of bullying and harassment.

All employees and volunteers are responsible for ensuring that their own behaviours is sensitive to others and for ensuring that they do not condone or support the bullying or harassing behaviour of others.



All complaints of bullying and harassment will be treated seriously and will be fully investigate and dealt with.

Service Provision

Tranz Logistics will take care to avoid unintentionally discriminatory passages appearing in published, printed or spoken material

Tranz Logistics will continue to take a leading roles in combating any form of discrimination

Tranz Logistics recognizes and celebrates the diversity of its workforce

Responsibility

It is the Managing Directors responsibility with the support of senior staff to ensure the implementation of this policy.

All employees, trustees and volunteers have the individual responsibility to:

- Follow procedures introduced to ensure equal opportunity and non-discrimination
- To draw the attention of management to suspected or alleged discriminatory practises
- To refrain from harassing or intimidating other employees, volunteers, clients or visitors of Tranz Logistics