

SOCIAL RESPONSIBILITY & PEOPLE

# Diversity, Equity and Inclusion Policy

Policy | HR-POL-009 | Version 1.0

|                 |                                                   |
|-----------------|---------------------------------------------------|
| Document number | HR-POL-009                                        |
| Version         | 1.0                                               |
| Document owner  | Rhiannon Frankas, Director                        |
| Approver        | Daniel Frankas, Managing Director                 |
| Issue date      | 19 July 2026                                      |
| Effective date  | On management approval                            |
| Review date     | 19 July 2028 or earlier following material change |
| Status          | For approval and website publication              |

**MISCO values capability, reliability, respect and contribution. Diversity and inclusion do not displace merit or operational requirements; they strengthen fair access, decision quality and workplace culture.**

## 1. Purpose

Support a respectful workplace in which employment decisions are fair, barriers are addressed and different people can contribute safely.

## 2. Scope

Recruitment, induction, work allocation, development, remuneration, promotion, workplace facilities, communication, events, performance management and separation.

## 3. Policy statement and commitment

MISCO values capability, reliability, respect and contribution. Diversity and inclusion do not displace merit or operational requirements; they strengthen fair access, decision quality and workplace culture.

## 4. Mandatory requirements

- Base employment decisions on genuine role requirements, demonstrated capability, conduct and performance.
- Do not unlawfully discriminate on a protected attribute or tolerate harassment, vilification, victimisation or exclusionary conduct.
- Consider reasonable workplace adjustments for disability, injury, pregnancy, caring and other lawful needs, subject to applicable law and inherent requirements.
- Use inclusive, respectful language and provide workers a reasonable opportunity to raise accessibility or participation barriers.
- Review informal practices, selection criteria and workplace arrangements where they may create avoidable disadvantage.

- Maintain privacy when handling personal, medical, cultural or adjustment information.
- Address concerns promptly and without retaliation.

## 5. Implementation and operational controls

- Use clear position criteria and structured selection decisions.
- Include respectful workplace and equal opportunity content in induction.
- Consult affected personnel about reasonable adjustments and practical controls.
- Review complaints and workforce feedback for systemic barriers.

## 6. Roles and responsibilities

| Role                                   | Responsibility                                                                                                             |
|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| <b>Directors</b>                       | Approve the document, provide resources, set the expected standard and review material breaches or exceptions.             |
| <b>Managers and supervisors</b>        | Apply the requirements in daily work, communicate expectations, retain required records and escalate concerns.             |
| <b>Employees and contractors</b>       | Follow the document, complete required training, protect MISCO interests and promptly report suspected breaches.           |
| <b>Suppliers and business partners</b> | Meet applicable contractual, ethical, safety, quality, security and legal requirements when acting for or supplying MISCO. |

## 7. Reporting, complaints and escalation

Concerns may be raised with either Director. Complaints will be assessed under the appropriate workplace, grievance, harassment or whistleblower process.

MISCO will assess concerns proportionately, preserve confidentiality as far as lawful and practicable, prevent retaliation, and refer matters to regulators, emergency services, insurers, professional advisers or law enforcement where required.

## 8. Monitoring and assurance

- The Document Owner will monitor relevant complaints, incidents, nonconformities, legal or standards changes, website accuracy and overdue actions.
- Material findings will be considered through management review, internal review or corrective action as appropriate.
- Public claims and linked downloads will be checked when evidence, certification, licensing, supplier, product, website technology or business practice changes.

## 9. Records and retention

Approvals, declarations, registers, reports, investigations, training, complaints, correspondence and other records created under this document must be accurate, protected, accessible to authorised personnel and retained under IT-POL-003 and applicable legal, contractual and evidentiary requirements.

## 10. Related MISCO documents

- HR-POL-010 Equal Employment Opportunity Policy
- HR-POL-012 Workplace Behaviour & Anti-Harassment Policy

- HR-POL-011 Employee Training & Development Commitment

## 11. External references

- [Fair Work Act 2009 \(Cth\) and Fair Work Ombudsman workplace rights guidance](#)
- [Sex Discrimination Act 1984 \(Cth\) positive duty guidance](#)
- [Equal Opportunity Act 2010 \(Vic\)](#)

References were verified from primary or authoritative sources on 19 July 2026. Standards are identified but not reproduced; current licensed editions and legal advice should be consulted where exact requirements determine a decision.

## 12. Approval and review

| Role           | Name             | Approval / signature | Date |
|----------------|------------------|----------------------|------|
| Document owner | Rhiannon Frankas |                      |      |
| Approver       | Daniel Frankas   |                      |      |

Review due 19 July 2028, or earlier following material legislative, regulatory, standards, certification, system, operational or organisational change.

### Revision history

| Version | Date         | Change                                                                             |
|---------|--------------|------------------------------------------------------------------------------------|
| 1.0     | 19 July 2026 | Initial controlled issue prepared for management approval and website publication. |