



Diversity and Inclusion Policy

Version 1.0	Updated 09/09/2025	Next review 09/09/2026
-------------	--------------------	------------------------

1. Policy Statement

Marco Polo Portal is committed to creating and maintaining a diverse, equitable, and inclusive workplace where all employees, contractors, participants, and partners are respected, valued, and able to thrive.

We recognise diversity as a strength that drives innovation, improves decision-making, and reflects the communities we serve, including people with disability, Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse (CALD) communities, women, LGBTQIA+ people, and people from different age groups and socio-economic backgrounds.

This policy sets out our commitments to foster diversity and inclusion in line with the **Fair Work Act 2009 (Cth)**, **Workplace Gender Equality Act 2012 (Cth)**, **Disability Discrimination Act 1992 (Cth)**, and relevant State and Territory laws.

2. Objectives

The objectives of this policy are to:

- Ensure equal opportunity in all aspects of employment and service delivery.
- Eliminate discrimination, harassment, bullying, and victimisation.
- Build a workforce that reflects the diversity of the Australian community, particularly the disability community we serve.
- Create a culture of respect, belonging, and inclusion.



- Support government and corporate clients in meeting their own supplier diversity and inclusion requirements.

3. Scope

This policy applies to:

- All directors, employees, and contractors of Marco Polo Portal.
- All job applicants, interns, and volunteers.
- Suppliers, partners, and service providers engaged by Marco Polo Portal.

4. Commitments

4.1 Legal Compliance

- Comply with all relevant Commonwealth and State anti-discrimination and workplace laws.
- Meet Workplace Gender Equality Agency (WGEA) reporting obligations (where applicable).
- Ensure policies and practices align with government procurement diversity requirements.

4.2 Inclusive Recruitment & Employment

- Implement recruitment processes that reduce bias and increase accessibility.
- Actively encourage applications from underrepresented groups.



- Ensure reasonable adjustments are provided for employees and candidates with disability.
- Use diverse shortlists for senior and leadership roles.

4.3 Workplace Culture & Training

- Provide mandatory diversity, cultural competency, and disability awareness training to all staff.
- Celebrate key cultural and diversity events (e.g. NAIDOC Week, International Day of People with Disability, Pride Month).
- Zero tolerance for discrimination, bullying, or harassment.

4.4 Leadership & Accountability

- Set diversity and inclusion objectives at Board and Executive level.
- Report progress annually to stakeholders.
- Establish a Diversity & Inclusion Committee to monitor implementation.

4.5 Supplier & Partner Diversity

- Preference suppliers that demonstrate strong diversity and inclusion practices.
- Engage Aboriginal and Torres Strait Islander-owned businesses and social enterprises where possible.
- Encourage suppliers to support accessibility and disability inclusion.



5. Implementation

To operationalise this policy, Marco Polo Portal will:

- Develop a **Diversity & Inclusion Action Plan (DIAP)** with measurable targets.
- Incorporate diversity objectives into performance management and recruitment frameworks.
- Establish confidential reporting channels for employees to raise diversity concerns.
- Appoint a **Diversity & Inclusion Officer** responsible for coordinating initiatives and reporting outcomes.

6. Monitoring & Reporting

- Progress measured against KPIs, including:
 - % of staff identifying as women, Aboriginal or Torres Strait Islander, CALD, LGBTQIA+, or having a disability.
 - % of leadership roles held by women and people with disability.
 - % of procurement spend with diverse suppliers (including Indigenous businesses).
 - Staff engagement survey results on inclusion and belonging.
- Report annually to the Board and stakeholders.
- Conduct reviews every 12 months to update targets and reflect new best practice.



7. Responsibilities

- **Board of Directors** – accountable for policy oversight and diversity governance.
- **Managers** – responsible for implementing inclusive practices in teams.
- **Employees & Contractors** – required to uphold inclusive behaviours and participate in training.
- **Suppliers** – expected to align with Marco Polo Portal's diversity and inclusion principles.

8. Continuous Improvement

This policy will be reviewed annually to ensure it remains aligned with legislation, procurement requirements, and emerging diversity standards. Marco Polo Portal is committed to continuous learning and progress in creating a more diverse, equitable, and inclusive workplace.

Approved by:

Board of Directors, Marco Polo Portal

Date: 09/09/2025