

# Group Policy



## Equality, Diversity and Inclusion

### 1.0 Intent

- 1.1 Air New Zealand operates in a diverse environment, both in New Zealand and internationally. We strive to celebrate Diversity in our workforce to create an inclusive workplace culture which leverages our peoples' unique backgrounds, qualities and contributions to deliver value to our wide range of stakeholders, including our customers.
- 1.2 As an Equal Employment Opportunity (EEO) employer, the Air New Zealand Group is committed to promoting equal opportunities for its employees. This commitment is upheld through our employment, performance management and recruitment policies and practices.
- 1.3 The purpose of this Policy is to outline the Air New Zealand Group's commitment to building and growing a diverse and inclusive workforce. It underpins our [Code of Conduct](#) Business Principle to '**Treat people fairly and with respect**'. It also supports our ability to comply with our obligations under New Zealand legislation, the NZX Listing Rules, as well as the laws, regulations and local practices or conditions in other jurisdictions in which we operate.

### 2.0 Scope

- 2.1 This is an Air New Zealand Group Policy which applies to all employees, contractors and other representatives of the Air New Zealand Group, collectively referred to as "employees".

### 3.0 Policy Requirements

- 3.1 We respect and value the contribution of each team member, and regard discrimination as unfair, unacceptable and unlawful. The Air New Zealand Group has zero tolerance for any form of Unlawful Discrimination of employees or potential employees, regardless of whether it is active or passive.

- 3.2 Consistent with our strategy to grow our inclusive leadership capability, Diversity and Inclusion principles are embedded within our core leadership development programmes to encourage managers to demonstrate these as part of their leadership activities. We will also build cultural intelligence, disability confidence and equality into our performance review, hiring and talent identification processes.
- 3.3 Learning, development and progression opportunities will be made available to all employees. Other promotional or developmental opportunities will be filled based on merit, experience and other company or job-related criteria.
- 3.4 We will actively support initiatives which encourage Diversity such as Equal Employment Opportunities, Equitable Pay, Flexibility and Work Life Balance, Accessibility, and Cultural Sensitivity and Celebration, amongst others and participating where appropriate in any external organisations pursuing similar objectives.
- 3.5 Bullying, Harassment of any nature, victimisation, vilification or any other offensive behaviour based on racial hatred or behaviour likely to humiliate, offend, intimidate or insult others will not be tolerated. Refer to the Workplace Bullying and Harassment Policy.
- 3.6 Individuals must immediately report any Unlawful Discrimination or breaches of this Policy to one of the following and co-operate with company investigations:
- Their line manager;
  - Human Resources; or
  - Speak Up Reporting Line

The EEO Procedures provide further guidance on the process to be followed for filing and handling of complaints.

- 3.7 All complaints will be treated in a fair, timely and confidential manner in accordance with the Just Culture and Reporting Policy.
- 3.8 No individual will suffer retaliation for reporting or participating in the investigation of a genuine complaint made in good faith. Individuals who believe they have been subjected to retaliation may use any of the resources described above to report their concerns.
- 3.9 We will ensure appropriate representation from a cross-section of our people on our Diversity journey and measure its progress. The People, Remuneration and Diversity Committee of the Board will ensure measurable objectives for Diversity are developed and regularly reviewed, will approve these, and monitor progress and performance. Key metrics will be published, including those required by NZX or ASX Listing Rules, the Human Rights Act 1993 or other legislation including legislative requirements in other jurisdictions in which we operate.

## 4.0 Definitions

**Diversity:** Refers to all the characteristics that make individuals different from each other. They include attributes or characteristics such as religion, race, ethnicity, language, gender, sexual orientation, disability, age and any other ground for potential Unlawful Discrimination. Our Diversity commitment is about respecting these differences and treating individuals equally.

**Inclusion:** Refers to encouraging practices and behaviours in the workplace to ensure that individuals feel included within workplace activities. It involves both the action of including people in opportunities and the outcomes of individuals feeling a sense of belonging.

**Unlawful Discrimination:** Any practice which makes distinctions between individuals or groups to disadvantage some and advantage others, based on one or more of the following attributes<sup>1</sup>:

- Age, marital status, gender, religion, ethnic origin, ethical beliefs, colour, race, employment status, disability (including physical or mental illness), sexual orientation, political opinion, family status and involvement or non-involvement in the activities of a union.

## 5.0 Roles and Responsibilities

**Individual responsibilities:** All Air New Zealand Group employees, contractors and representatives should support the Group's Diversity and Inclusion initiatives and behave appropriately in the workplace. Specific responsibilities include:

- Actively ensuring that colleagues are treated fairly and equally within the workplace.
- Actively ensuring all customers and other stakeholders are treated fairly and with respect.
- Being aware of cultural sensitivities when working with others (employees, contractors or customers).
- Being inclusive of customers and colleagues with disabilities.
- Actively seeking, valuing and drawing on the differing knowledge, perspectives, experience and styles present in our global community.
- Ensuring that their own, and the behaviour of other team members does not contravene EEO legislation and this Policy. This includes their behaviour while present at any Air New Zealand Group premises or at any Air New Zealand (or related) function.
- Understanding their responsibilities under the law regarding equal opportunity.
- Challenging discriminatory behaviour.

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<sup>1</sup> As prohibited under the Human Rights Act 1993 (HRA 1993) and the Employment Relations Act 2000 (ERA 2000)

- Being inclusive in their language when communicating.
- Reporting any incidents that are inconsistent with the Air New Zealand Group's commitment to equal opportunity, Diversity and Inclusion, or which impact on the implementation of this Policy.

**Managers:** Managers are responsible as leaders to model appropriate behaviour, make decisions based on merit, and encourage Diversity and Inclusion in their teams. Managers are responsible for:

- Day-to-day implementation, support and monitoring of this Policy.
- Creating a working environment that is free of all forms of discrimination and harassment and where all members of staff are treated with dignity, courtesy and respect.
- Promoting appropriate standards of conduct at all times.

**People Remuneration and Diversity Committee ("PRDC"):** Responsible for reviewing the key measurable objectives of Diversity and ensuring that progress is reviewed regularly and disclosed in the annual report.

**Chief People Officer:** Responsible for:

- Providing Diversity and Inclusion advice, support and training to managers and a strategy and framework for Diversity.
- Promoting awareness of this Policy through education and training.
- Providing regular reporting to the Board, via the PRDC, on the implementation of this Policy and performance against approved measurable objectives.
- Reviewing internal practices and introducing workplace improvements, including training to promote Diversity, equality and Inclusion.
- Providing equal access for employees to career opportunities, training and development, and promotion.
- Developing a supportive and inclusive culture based on Diversity, including ongoing monitoring and management of Diversity.
- Ensuring any report of harassment is fully reviewed and disciplinary action is taken against the perpetrator if appropriate.
- Timely investigation and resolution of complaints raised under this Policy.

## 6.0 Compliance

- 6.1 Individuals who are found to have Unlawfully Discriminated against others may be held personally liable for any damage which is caused by their behaviour.
- 6.2 Breach of this Policy may lead to disciplinary action, up to and including dismissal (or termination of existing contractual arrangements for contractors or other agents). In some circumstances, breaches of Human Rights legislation may result in civil or criminal liability.
- 6.3 **SPEAK UP** - Any known violations of this Policy may be notified to a Manager, HR Business Partner or confidentially through the Speak Up Reporting Line.

## 7.0 Related Documents

- [Code of Conduct](#)
- Workplace Bullying and Harassment Policy
- Just Culture and Reporting Policy
- EEO Procedures (*Under development*)

## 8.0 Governance and Maintenance

### 8.1 Policy Location

This Policy is published under the Policy Library on Korunet.

### 8.2 Review Timetable

At a minimum, this Policy will be formally reviewed once every three years by the Policy Management Committee.

### 8.3 Contact

For queries in relation to this Policy, Diversity or EEO related queries, please contact the Diversity and Inclusion Manager or email [Policy@airnz.co.nz](mailto:Policy@airnz.co.nz)

## 9.0 Version History

Version	Owner	Approved by	Date
2.0	Chief People Officer	Policy Management Committee	Aug 2019