

DIVERSITY POLICY

Approved: June 2017

Purpose

The LGFA is committed to promoting a culture that supports both workplace diversity and inclusion within the organisation

LGFA Diversity and Inclusion Statement

Diversity at the LGFA involves recognising and valuing the contribution that people can make because of their skills, experience, background and differing perspectives. The LGFA values all employees by encouraging participation and providing opportunities for its people to succeed.

Introduction

LGFA's workplace diversity applies to both LGFA staff and directors. Diversity and inclusiveness at the LGFA involves recognising the value of individual differences and managing them in the workplace. Diversity in this context covers gender, age, ethnicity, cultural background, sexual orientation, religious belief, disability, education and family responsibilities.

The benefit of the LGFA diversity policy is to promote a working environment that values the contribution of all employees. The diversity policy objectives have been designed to positively increase:

- Workplace engagement, by attracting and retaining employees and providing a flexible working environment.
- Productivity, by creating an efficient and productive workplace environment that recognises values such as respect, inclusiveness and collaboration
- Better business outcomes, by creating a workplace environment that utilises the skills and ideas of all staff to improve practices and processes and hence achieve improved outcomes.
- Good communication with both stakeholders, local councils and external clients and service providers to improve the reputation of the LGFA.

Policy Scope

The LGFA diversity policy is an organisational policy which applies to both LGFA staff and LGFA directors.

Policy Objectives

The objective of the LGFA diversity policy is to foster a diverse and inclusive workplace environment, which is supported by the following objectives:

1. Providing an inclusive workplace where all LGFA people can succeed regardless of gender, cultural background, age, sexual orientation and religious beliefs.
2. Encouraging participation and recognising both team performance and individual achievements.
3. Meeting the differing needs of LGFA people through flexible working policies and practices.
4. Providing a safe working environment and educating all LGFA people to understand the importance of a diverse workplace and how they can contribute to it.
5. Taking action against inappropriate workplace behaviour which does not support diversity including discrimination, harassment, bullying and victimisation.
6. Ensuring that LGFA employees demonstrate behaviours outlined in the LGFA code of ethics within the workplace.
7. Meeting the legislative and regulatory requirements in regards to diversity.

Measuring the effectiveness of the diversity policy and its objectives

To determine the effectiveness of the LGFA diversity policy LGFA management will complete a diversity review which will be reported to the LGFA Board each year.

The review will provide the LGFA Board with information on the following diversity performance measures:

Workforce composition: This will include information relating to changes in LGFA workforce numbers, gender composition, the number of female and male staff, the ethnicity of employees, the number of employees that have a disability. The number of employees that use flexible working arrangements, the age profile of the workforce and the maternity return rates for female staff.

Staff turnover and retention: This will include information relating to changes staff turnover and retention by gender, full-time staff and part-time staff, gender, staff with disabilities and staff without disability. Information will also be provided on exit interviews that have been conducted especially in the cases where unfair practice or discrimination were issues.

Employment Applications: The key statistics from any recruitment process will provide information on candidate pools that have applied for LGFA roles including age, gender, ethnicity. This information can provide a useful gauge on how the organisation is perceived externally and the calibre of applicants that the organisation attracts.

Staff Feedback: Any specific views that staff have on the diversity policy or its objectives will be noted in the diversity reporting.

Stakeholder Survey: The key findings of the stakeholder's survey will be reported to the Board. The key messages from the stakeholder survey will provide valuable feedback from local councils in regards to LGFAs services, products and reputation in the marketplace. If there are any comments relating to work place issues these will be discussed with the board.

Health and Safety: Any health and safety incidents that have occurred will be reported including a summary of health and wellness concerns that staff have. This information will be used to ensure that a safe working environment has been provided.

Complaints of harassment, workplace bullying and employment tribunal cases: This reporting will track any harassment or workplace bullying complaints. A workplace with a low incidence of

harassment and bullying complaints is generally one with a positive and healthy culture. Given the small number of staff, any staff member with harassment or workplace bullying complaints is encouraged to discuss with either the Chief Executive of the LGFA Board Chair.

The diversity report is expected to provide the LGFA Board with the sufficient information required to review the effectiveness of the LGFA diversity policy.

Diversity Reporting

LGFA management will complete an annual diversity report which will be reviewed by the LGFA board.

Roles and Responsibilities

The LGFA Board of directors are responsible for:

1. Setting, specific and measurable diversity objectives for both the board and staff in conjunction with LGFA management. The organisations performance relative to the objectives will be reported annually in the LGFA annual report.
2. Reviewing the effectiveness of diversity within the LGFA based on the LGFA diversity review provided by LGFA management.
3. Promoting a culture of diversity and inclusion within the LGFA.

The Chief Executive Officer is responsible for:

1. Providing leadership for diversity and inclusion within the LGFA.
2. Providing a diversity and inclusion report to the LGFA Board each year.
3. Maintaining an awareness of industry best practice in regards to diversity and inclusion.

LGFA employees are responsible for:

1. Behaving in a manner that is consistent with the LGFAs values and Code of Ethics.
2. Treating all LGFA employees with respect and courtesy and supporting the different skills and competencies of all LGFA employees.
3. Being actively aware of the LGFA diversity policy and its objectives within the workplace.

Summary

The LGFA diversity policy has been developed to promote a safe and healthy workplace environment that values and utilises the contribution of LGFA employees. The diversity objectives have been identified to reflect the small size of the LGFA workforce and the specialised nature of the business. The diversity objectives have been developed so that effectiveness of the diversity objectives can be reviewed by the Board.