



# Community & Diversity

## Group Standard

**Document Owner:** Chief Financial Officer  
**Document Number:** BSA-Group-PEO-SD002-Community & Diversity-2.01  
**Issued Date:** 14<sup>th</sup> September 2016  
**Version:** 2  
**Revision:** 01

## 1. Purpose

The Community and Diversity Group Standard supports and is supported by the BSA Governance, HSE, People and Quality Policies.

This Group Standard in conjunction with the Equal Employment Opportunity Group Standard provides the framework upon which BSA enacts its inclusive workplace culture where all employees are valued for their diversity of view point and the experience they bring to their role and the BSA Group. This inclusive workplace culture is recognised, valued and regarded as a key success factor in enabling BSA to attract and retain the broadest range of talent so as to help our business succeed and contribute to the communities within which we operate. It also adds to our reputation within the community.

## 2. Scope

Compliance with this Group Standard is mandatory and applies to all Business Units and encompasses all business activities and operations.

## 3. Requirements

BSA and its Business Units shall have a documented statement of their existing activities, services, products and processes followed incorporating those associated with the promotion, support and encouragement of an inclusive culture, where diversity and community engagement are valued. All new activities shall be incorporated and assessed into the Activity Statement in compliance with BSA-Group-MOC-SD001-Management of Change.

Based upon the documented Activity Statement, the hazards, opportunities and threats associated with promoting, supporting and encouraging an inclusive culture, where diversity and community engagement are valued shall be identified and their potential to manifest determined by use of the BSA Risk Assessment Matrix and recorded within a Risk Register.

Prior to and as part of managing change in the provision of a workplace where diversity and community engagement is valued, BSA and its business units shall have a methodology for the review and mitigation of any identified risks as far as is reasonably practicable.

BSA and its Business Units shall have in place a methodology:

- To make employment, promotion and reward decisions for its employees based on generating a diverse workforce reflecting the membership of communities within which we operate including but not limited to gender, race, disability or impairment, sexual preference, pregnancy, age, marital status, religious or political beliefs.
- To recognise and acknowledge the actual and potential impact that BSA and its business units have on local society and communities, seeking an understanding of the communities in which it operates, so as to always act with respect and as a good corporate citizen.
- To acknowledge that indigenous communities are a fundamental part of society and a commitment to maintaining and obeying mutually beneficial and respectful indigenous partnerships within industry, our local community, as well as with the local indigenous communities upon whose lands we operate.
- To develop a recruitment approach for indigenous employment that is appropriate and culturally sensitive with indicators to measure progress and that integrates into our employment strategies.
- To ensure that compliance with statutory reporting requirements are maintained and that such reports are available to workers.
- To promote an organisational culture that values diversity and tolerates differences by developing and offering work arrangements that help to meet the needs of a diverse work force;
- To inform individuals and processes about how to be compliant and compliance requirements. (in compliance with BSA-Group-LEG-SD001-Legal & Compliance)

## 4. Roles & Responsibilities

This Group Standard is owned by Chief Financial Officer (as delegated by the Managing Director/CEO), enacted by the Business Unit Senior Executive and administered/supported by the relevant functional manager.

Detailed Definitions and Roles & Responsibilities may be found in the relevant Matrix.

<b>Owner:</b>	Chief Financial Officer	<b>Issue Date:</b> 14/09/2016	
<b>Title:</b>	Community & Diversity	<b>Review Date:</b> 14/09/2017	Page 2 of 2
<b>Number:</b>	BSA-Group-PEO-SD002	<b>Version. Revision:</b> 2.01	