

DIVERSITY AND INCLUSION POLICY

1. PURPOSE AND SCOPE

This Policy aims to provide a foundation to support Cycling New Zealand's (CNZ) commitment to achieving a diverse workforce and inclusive workplace practices to harness the organisational benefits of diversity, further social justice and comply with legislation.

1. By **diversity** we mean all the ways that we are both similar and different, including individual and organisational characteristics, values, beliefs, experiences, backgrounds, preferences, and behaviours. It involves variations in visible factors such as gender, age or ethnicity, and invisible diversity such as religion, sexual orientation, education, skills and ways of thinking.
2. By **inclusion** we are about achieving a work environment in which everyone is treated fairly and respectfully, has equal access to opportunities and resources, and can contribute fully to the organisation's success.

This policy applies to Cycling New Zealand employees, contractors, athletes and support team members.

2. VISION AND VALUES

CNZ has the vision of Inspiring New Zealanders to Ride, and to do this we are seeking to build and maintain a world class organisation with the following core values:

- We are proud of who we are, what we do, and the sport and organisation we represent
- We care equally about people and performance
- We are inspired and inspiring
- We are humble and engaging
- We are driven by the legacy we will leave

To achieve this vision and remain aligned to these values, all individuals outlined in this policy must be conscious of and responsible for their own.

3. THE POLICY

CNZ recognises the importance of nurturing an environment that values and promotes diversity and inclusion. These environments are more innovative, more dynamic and attract and retain top talent and bring out the best in everyone. We live in one of the most diverse nations in the world. Economically and socially – New Zealanders are better-by-diversity on many levels. Diversity and Inclusion enables us to better reflect and serve the Sport Sector and the diverse communities which we interact with.

At a national level - Diversity creates a more productive, creative and dynamic society and improves our ability to see and connect with the world around us.

At an individual level - People need to feel included and valued in order to be successful in our work. Without inclusion – there is a disengagement (a lower discretionary effort/lack of engagement).

4. PRINCIPLES

- CNZ values diversity because it reflects and serves our nation and ensures our people thrive
- We're all accountable to create an inclusive culture
- We are committed to attracting diverse talent and hiring fairly
- We support flexible ways of working
- We're committed to equal pay for equal work
- We have an obligation to champion diversity and inclusion in the sport sector

5. PROCEDURES

Cycling NZ will:

- Comply with the New Zealand Human Rights Act 1993, New Zealand Bill of Rights Act 1990, and all other relevant Human Rights laws.
- Not tolerate any discrimination of any kind, either direct or indirect (such as on grounds of gender; marital status; religious or ethical beliefs; colour, race, ethnic or national origin; disability; age; political opinion; employment status; family status; sexual orientation)
- Create a culture of mutual respect, teamwork and diversity of thought in the workplace
- CNZ will deal with concerns promptly and decide whether an informal or formal approach is appropriate, taking into account the wishes of the complainant
- If the issue is not satisfactorily resolved or if the complainant wishes at any time,
- CNZ can assist the complainant to contact the Human Rights Commission (within 12 months of the incident) or the Ministry of Business Innovation and Employment (within 90 days of the incident)
- If a formal approach is taken CNZ will keep written records and;
 - Assist the complainant to make a written complaint
 - Inform the alleged perpetrator of the complain

- Explain to both parties the process; timeframe for investigation, rights to support, requirement for confidentiality and non-victimisation, possible consequences
- Interview the complainant
- Interview the alleged perpetrator
- Interview any witnesses
- Collect factual evidence
- Consider the evidence and decide whether the allegations amount to discrimination or something else
- Make recommendation, including whether or not disciplinary process will proceed, and communicate these to all parties in writing
- CNZ will implement the recommendations and monitor the situation ongoing

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Policy Reviewed By:	Diane Britchford		
Date Reviewed:	Mar 2020	Version Number	1
Next Review Date:	Mar 2023		
Approved By: Signature:	Jacques Landry – CEO 		