



**SERVICE
FOODS**

BEHIND EVERY
GREAT CHEF

Employment Equality Policy

Service Foods Limited

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PURPOSE

- 1.1 The purpose of this Policy is:
 - 1.1.1 To underscore Service Foods Limited’s commitment, as a good employer, to prevent discrimination and promote equality in the workplace;
 - 1.1.2 To create a vibrant, supportive and inclusive workplace that encourages the recruitment, development and retention of a diverse community of talented Employees; and
 - 1.1.3 To ensure that Employees are given equal opportunities and are treated fairly and equitably.
- 1.2 This Policy reaffirms Service Foods Limited legal obligation under New Zealand legislation, specifically the Human Rights Act 1993, Employment Relations Act 2000 and Equal Pay Amendment Act 2020, to provide a workplace free of discrimination.
- 1.3 This Policy will be monitored and reviewed annually to ensure that equality and diversity are continually promoted in our workplace.

DEFINITIONS

- 2.1 **Discrimination:** The unjust or prejudicial treatment of different categories of people, including Employees. Under the Human Rights Act 1993 and/or Employment Relations Act 2000, Employees are protected from unlawful discrimination in their employment. This includes discrimination on the grounds of:
 - 2.1.1 Age;
 - 2.1.2 Race or Skin Colour;
 - 2.1.3 Ethnicity or National Origins;
 - 2.1.4 Sex (including pregnancy or childbirth);
 - 2.1.5 Sexual orientation;
 - 2.1.6 Disability;
 - 2.1.7 Religious or ethical belief;
 - 2.1.8 Martial or family status;
 - 2.1.9 Employment status;
 - 2.1.10 Political opinion; or
 - 2.1.11 Being affected by domestic violence.
- 2.2 **Diversity:** Understanding, accepting and valuing the traits and characteristics, which make people, including Employees, unique.
- 2.3 **Equal Opportunities:** Refers to Employees having equal access to opportunities in the workplace. This includes, but is not limited to rewards, resources, promotion, training, development, and learning opportunities.
- 2.4 **Employees:** Of Service Foods Limited, and includes where appropriate job applicants.

- 2.5 **Equality:** Is the right of different groups of people, including Employees, to have a similar social position and receive the same treatment in the workplace. This includes but is not limited to, equality between the sexes and racial equality in the workplace.
- 2.6 **Inclusion:** Is the act of allowing many different types of people, including Employees, to be a part of something and treating them fairly and equally.
- 2.7 **LGBTQA+:** Lesbian, Gay, Bisexual, Transgender, Queer, Asexual and Allies.

GENDER EQUALITY POLICY

- 3.1 Service Foods Limited is committed to ensuring all Employees can access the same rewards, resources and opportunities in the workplace regardless of their gender.
- 3.2 Service Foods Limited aim to achieve gender equality in the workplace, recognizing that to achieve this requires:
 - 3.2.1 Providing all Employees, regardless of gender, with equal pay for work of equal or comparable value;
 - 3.2.2 Removing barriers for the full and equal participation of all Employees, regardless of gender, in the workforce;
 - 3.2.3 Providing all Employees with access to apply for any promotion and leadership roles, regardless of gender; and
 - 3.2.4 Eliminating discrimination, biases and gender-based stereotypes in the workplace.
- 3.3 Service Foods Limited acknowledge the disadvantaged position some people in New Zealand have had historically, based on their gender, and that achieving gender equality in the workplace may require different treatment of men, women, intersex, transgender and gender diverse people in some circumstances to achieve similar outcomes.

MANAGEMENT AND EXECUTIVE TEAM GENDER POLICY

- 3.4 Service Foods Limited endeavours to create inclusive and representative executive and management teams, free from gender discrimination or bias. This will include:
 - 3.4.1 Appointments to an executive or management level position will be undertaken based on merit. The interpretation of merit is comprehensive and involves knowledge, skills and ability, experience, personal qualities and formal qualifications. Unlawful grounds of discrimination, including gender and family status, will not be taken into consideration for appointments;
 - 3.4.2 Where possible, Service Foods Limited will endeavour to create a balance of genders at senior management level in the organisation; and

3.4.3 Senior Management will endeavour to create an inclusive environment for all gender of employees to be provided with equal opportunities.

LGBTQA+ POLICY

- 4.1 Service Foods Limited is committed to creating a safe and inclusive workplace for all Employees, including those who identify as LGBTQA+.
- 4.2 Service Foods Limited does not discriminate in any way on the basis of sex, sexual orientation, gender identity or gender expression.
- 4.3 An Employee has the right to be addressed by the name and pronoun that correspond to the Employee's gender identity in the workplace, upon request. The intentional or persistent refusal to respect an Employee's gender identity can constitute harassment and is violation of Service Food Limited's values.
- 4.4 Employees shall have access to the restroom corresponding to their gender identity. Any Employee who has a need or desire for increased privacy, regardless of underlying reason, will be provided access to a single-stall restroom, upon request and when available.

DIVERSITY OF CULTURE POLICY

- 5.1 Cultural diversity relates to a person's personal ethnicity and is the set of norms, which are derived from the society they were raised in, and their whanau (family) values. Food Service Limited value diversity of culture in the workplace.
- 5.2 At Service Foods Limited, we value cultural diversity because it reflects and serves our customers and ensures our Employees thrive. We are committed to ensuring Employees can bring their full self to the workplace.
- 5.3 Service Foods Limited is committed to attracting and retaining culturally diverse Employees and hiring fairly. This includes ensuring that our recruitment and management processes are free from unconscious bias and discrimination.
- 5.4 Service Foods Limited is committed to having a recruitment process which is free from any bias and based on merit.
- 5.5 All hiring decisions are made on the basis of merit. Service Foods Limited are committed to engaging in recruitment, management and retention of staff in ways in which are culturally appropriate.
- 5.6 Service Foods Limited provide Employees from a diverse range of cultural backgrounds a workplace where they feel included, appreciated, safe and confident to share and embrace their culture in the workplace.

MAORI AND THE TREATY OF WAITANGI

- 5.7 Service Foods Limited acknowledges their obligations under the Treaty of Waitangi Act 1975 and upholds the Treaty Principles of participation, protection and partnership in creating an inclusive and diverse workplace.
- 5.8 Service Foods Limited acknowledge the spirit and intent of the Treaty of Waitangi is to give rights and responsibilities to all people in Aotearoa New Zealand and assures a turangawaewae (standing place to belong) for all people, including its Employees.

FAIR TREATMENT POLICY

- 6.1 Service Foods Limited is committed to providing all Employees with fair treatment. Fair Treatment means that all people, including Employees, connected with the business will be treated with respect and dignity.
- 6.2 If any Employee feels as though they are being discriminated against in their employment with Service Foods Limited on one of the prohibited grounds, or not being provided with equal opportunities, they must raise this issue with their manager immediately.
- 6.3 Service Foods Limited will take these concerns seriously, and undertake appropriate action to eradicate the unfair treatment, including (but not limited to);
 - 6.3.1 Undertaking an investigation into the concerns;
 - 6.3.2 Facilitating mediated conversations with the complainant and any other Employees involved;
 - 6.3.3 Providing diversity and inclusion training and educational resources; and/or
 - 6.3.4 Encouraging open communication by making sure Employees feel comfortable and safe discussing concerns with management.

BREACH OF POLICY

- 7.1 Any proven breach of this Policy will result in Service Foods Limited undertaking appropriate disciplinary action against the wrongdoer.