



# Diversity, Equity & Inclusion Policy

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# DIVERSITY, EQUITY & INCLUSION POLICY

## Contents

- Purpose.....3
- Scope and Governance.....3
- Legislation References .....3
- Definitions.....3
- Our Commitment to Equity, Diversity and Inclusion .....5
- Conduct Which Discourages Fairness, Respect and Diversity.....6
- Roles and Responsibilities .....6
- Failure to Comply with this Policy .....6
- Policy Distribution.....6
- Ancillary Policies.....6
- Policy Maintenance and Governance Review Cycle .....7
  - Administration of this Policy.....7
  - Amendments to this Policy .....7
- Document Version Control & Revision Archive .....7

# DIVERSITY, EQUITY & INCLUSION POLICY

## Purpose

This policy establishes the Skunkworks Community (Skunkworks) approach to matters of Diversity, Equity and Inclusion.

At the Skunkworks we are dedicated to fostering an inclusive and diverse environment in which all individuals are valued, respected, and provided equal opportunities. Our commitment to diversity and inclusion is fundamental to achieving our vision: that all young Victorians are empowered with musical knowledge, imagination and a love of music.

This policy outlines our commitment to:

- providing equality, fairness and respect for every member of the Skunkworks community and not discriminate on any grounds;
- ensuring a working, training, rehearsal and performance environment where individual differences and the contributions of the whole Skunkworks community are recognised and valued;
- promoting a culture of dignity and respect for all members of the Skunkworks community, free of discrimination and victimisation.

## Scope and Governance

This policy applies to all Skunkworks directors, committee members, employees, tutors, guest artists and program participants.

This policy and its obligations extend to any persons who visit our premises, programs or activities within Australia and overseas.

## Legislation References

This policy supports Skunkworks' compliance with the following Commonwealth and State legislation:

- Age Discrimination Act 2004
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Australian Human Rights Commission Act 1986
- Fair Work Act 2009

## Definitions

Term	Definition
<b>Diversity</b>	The variety of differences among people and groups in society. Diversity can encompass a wide range of dimensions including marital status; pregnancy; parental/family responsibilities; race; age; disability; sexual orientation; transgender status; political/religious beliefs; trade union activity/inactivity. It also refers to diverse ways of thinking and ways of working.

<b>Equity</b>	The commitment to fair treatment, access, opportunity, and advancement for all people, while striving to identify and eliminate barriers that have prevented the full participation of some groups.
<b>Inclusion</b>	The proactive efforts made to ensure that all individuals and groups are welcomed, respected, and valued within the community.
<b>Barriers</b>	Physical, environmental, institutional, attitudinal, communication or economic obstacles to full inclusion in society.
<b>Discrimination</b>	Occurs when someone is treated differently to others because of that person's individual characteristics or because that person belongs to a particular group. Not all discrimination is unlawful. However, legislation states that discrimination on the basis of certain characteristics is unlawful. These characteristics include: gender; marital status; pregnancy; parental/family responsibilities; race; age; disability; sexual orientation; transgender status; political/religious beliefs; or trade union activity/inactivity.
<b>Harassment</b>	Any form of behaviour (physical, spoken, or written) towards a person which is unwelcome and unsolicited; and which the person considers to be offensive, intimidating, humiliating or threatening; or a reasonable person would consider to be offensive, humiliating, intimidating or threatening.
<b>Bullying</b>	Includes a range of repeated, unreasonable behaviours such as: yelling, screaming or offensive language; excluding or isolating individuals; psychological harassment; intimidation; assigning meaningless tasks unrelated to the role; giving impossible targets; deliberately changing schedules to cause inconvenience; undermining work performance by deliberately withholding information; constant unconstructive criticism; suppression of ideas; or work overload accompanied by unfair criticism.
<b>Vilification</b>	Any act or words that could encourage others to hate, treat with contempt, or ridicule a person or a group of people for reasons including those listed for discrimination and harassment. Vilification is strictly against the law.
<b>Victimisation</b>	Punishing, retaliating against, or harassing a person because they have complained or intend to complain about being discriminated against, harassed, or vilified, or because they have supported someone else who has made a complaint.
<b>Stalking</b>	Occurs when someone receives repeated attention that intimidates or frightens them. Stalking can include: following a person or loitering

near their home/workplace; making unwanted calls or sending unwanted electronic communications; publishing information about a person without consent; or interfering with a person's property.

## Our Commitment to Equity, Diversity and Inclusion

We believe that music is for everyone. We support inclusion for all, and are committed to celebrating our differences, honouring the unique perspectives and contributions of varied music communities by offering culturally diverse and varied music experiences.

Respect for all is at the core of who we are. We believe the arts thrive in an atmosphere of exclusivity, support and respect.

We are committed to a diverse, equitable, and inclusive working, training, rehearsal and performance environment where all directors, staff, volunteers, musicians, guest artists, audience and community members feel respected and valued regardless of race, age, disability, sexual orientation, transgender status, political/religious beliefs, marital status, pregnancy, parental/family responsibilities or trade union activity/inactivity.

At Skunkworks, we pledge to:

- Foster a flexible environment that encourages individual differences, collaboration, and creativity.
- Uphold a zero-tolerance stance towards, and take all reasonable and proportionate action to eliminate, any forms of violence, discrimination, harassment, abuse or victimisation.
- Make full use of people's talents and skills by creating an open culture where individuals from all backgrounds work together with dignity.
- Create a culturally safe environment and offer development and leadership opportunities to First Nations staff and program participants.
- Implement gender equality robustly across all our activities and programming.
- Provide an accessible and inclusive environment and programs allowing people with a disability to fully participate.
- Foster a safe environment that understands, values, and welcomes sexual and gender diversity.
- Enrich our musical landscape by committing to the promotion, creation, performance, and education of music that embraces and celebrates the diversity of cultures and styles.

As an equal opportunity Not-For-Profit organisation, Skunkworks ensures all human resource policies, guidelines, procedures, and practices promote diversity, equity, and inclusion, including:

- Equitable and inclusive recruitment practices that promote a diverse environment.
- Identifying and removing unlawful barriers to participation and progression in volunteering.
- Strict adherence to Australia's federal anti-discrimination laws, ensuring no discrimination occurs across any personal characteristics or ideologies.
- Continually striving to increase equity and access to our programs, and applying inclusive considerations to artistic and educational projects.
- Providing reasonable accommodations to ensure accessibility to our premises, equipment, or facilities, enabling all individuals to perform their assigned roles effectively.

## Conduct Which Discourages Fairness, Respect and Diversity

Skunkworks directors, employees, tutors, guest artists and program participants must not engage in conduct which discourages fairness, respect and diversity. This includes bullying, vilification, victimisation, unlawful discrimination, or stalking, whether in relation to their treatment of other personnel, external parties, or members of the general public.

In addition, conduct occurring outside of Skunkworks activities may also affect the programs, training, rehearsal and performance environment (e.g., conduct at social functions with colleagues, unwelcome contact outside of scheduled hours, or public vilification of particular groups).

Conduct which breaches this policy is entirely unacceptable. Depending on the severity and circumstances, non-compliance may lead to disciplinary action up to and including immediate termination.

## Roles and Responsibilities

The successful implementation of this policy relies on specific actions across the organization:

### Directors & Board Members:

- Hold ultimate accountability for our organizational policies and compliance structures.
- Guide the governance and organizational culture of Skunkworks through proactive, strategic leadership.

### All Personnel Within Scope (Staff, Tutors, Volunteers, Participants):

- Ensure personal familiarity and absolute compliance with this policy at all times.
- Conduct themselves in accordance with the true spirit of diversity, equity, and inclusion.
- Refrain from any actions that appear to condone or ignore breaches of this policy.
- Promptly report conduct that may breach this policy to a manager or director, and cooperate fully with any subsequent investigation or resolution systems.

## Failure to Comply with this Policy

We treat all reported incidents of alleged unlawful discrimination, harassment, or victimisation with the utmost seriousness and urgency.

Proven allegations of improper conduct and non-compliance with this Policy by directors, employees, tutors, guest artists, or program participants may result in immediate disciplinary action. This includes formal warnings, termination of employment or engagement contract, and/or escalation to relevant authorities for legal action.

## Policy Distribution

We will ensure that all Skunkworks directors, employees, tutors, guest artists, volunteers, and participants are formally notified of this policy and acknowledge their requirement to strictly follow it during their engagement.

## Ancillary Policies

This document forms part of Skunkworks' core governance framework and must be read in conjunction with the following policies:

# DIVERSITY, EQUITY & INCLUSION POLICY

- Scholarship Policy
- Conflict of Interest Policy
- Privacy Policy
- Code of Conduct

## Policy Maintenance and Governance Review Cycle

### Administration of this Policy

The Director (Governance, Strategy & Risk) is responsible for the routine application, interpretation, and administration of this Policy.

### Amendments to this Policy

Following initial formal approval of this Policy by the Board, further amendments, subsequent revisions, and minor updates are delegated to the SW Directors for approval. This Policy will be reviewed every 1 years (annually) to ensure alignment with changing legislative frameworks and community expectations, unless sudden legislative changes require a more immediate update.

## Document Version Control & Revision Archive

Version	Date	Author	Description of Change	Approved By
V1.0	29/08/2025	Dusty Vallance	Creation of Policy	SW Directors
V1.1	28/04/2026	Dusty Vallance	Insertion of Cover Page & Formatting Review	SW Directors
V1.2	22/06/26	Dusty Vallance		Pending Approval