



STATE SUPER
SAS Trustee Corporation

Diversity and Inclusion Policy

Version 3

4 December 2024

Policy Control Information

Policy Name	Diversity and Inclusion Policy
Policy Owner	CEO
Current Version	3
Approval Date	4 December 2024
Next Review Date	4 December 2026

Revision History

Version	Prepared By	Reviewed By	Approved By
Version 3	Sobha Nair	Allan Parapuram	ELC Date:4 December 2024
Version 2	Sheila Rebeiro	Sheila Rebeiro	ELC Date: 25 May 2021
Version 1	Sheila Rebeiro	Sheila Rebeiro	ELC Date: 20 August 2019

DIVERSITY AND INCLUSION POLICY

1. Introduction

SAS Trustee Corporation (STC or State Super) was constituted by NSW legislation and continued and re-named effective 1 July 1996 by the *Superannuation Administration Act 1996* (SA Act). It is the trustee of the following four closed NSW public sector superannuation schemes (the STC Schemes):

- State Authorities Superannuation Scheme;
- State Superannuation Scheme;
- Police Superannuation Scheme; and
- State Authorities Non-contributory Superannuation Scheme.

The assets of the STC Schemes are amalgamated into the Pooled Fund under the SA Act. State Super's governing rules are contained in the SA Act which sets down its functions, duties, powers and obligations. State Super's principal functions are to:

- administer the STC Schemes.
- invest and manage the Pooled Fund.
- provide for the custody of the assets and securities of the Pooled Fund.
- ensure STC Scheme benefits are properly paid; and
- determine disputes concerning the STC Schemes.

In exercising these functions, State Super must have regard to, amongst other things; the interests of person entitled to receive benefits under the STC Schemes and the future liabilities of the STC Schemes.

2. Purpose and objective

This document sets out State Super's policy on diversity and inclusion in the workplace. State Super is committed to maintaining an inclusive and collaborative culture which respects and values diversity of thought, experience, and background. We recognise the diversity of our workforce as a strength of our business and believe this contributes to our success. Our diverse workforce reflects the broader community in which we operate.

At State Super, workforce diversity encapsulates all the qualities unique to each individual and is not limited to gender, language, ethnicity, age, religion, disability and sexual orientation. Diversity also includes respecting the carer responsibilities that individuals may have.

To enable State Super to fulfil its commitment to an inclusive workplace, we continue to:

- Comply with the NSW Government frameworks, applicable legislation and reporting requirements on diversity and inclusiveness in the workplace.
- Develop and implement strategies to enhance workplace diversity and regularly review these to reflect the changing needs of our business and workforce.
- Foster a culture that values diversity and promotes inclusion at all levels of the organization. This includes creating an environment where all employees feel safe to express their ideas and perspectives.
- Provide equal opportunities for all employees and applicants by ensuring our recruitment, promotion and development practices are free from discrimination and bias.

2.1 Key Strategies

As part of our commitment to diversity and inclusion, State Super has developed the following key strategies:

Key Result Area	Key Strategies
1. Data Accuracy and Reporting	<ul style="list-style-type: none"> • Collect, analyse and report on diversity data. • Review employment and salary data to ensure equity.
2. Policies and Procedures	<ul style="list-style-type: none"> • Ensure all policies and procedures comply with and support the principles of diversity and inclusion. • Support flexible work arrangements and leave provisions as appropriate to the business requirements. • Reaffirm State Super's commitment to diversity and inclusion through the Code of Conduct and Ethics.
3. Workplace Culture	<ul style="list-style-type: none"> • Mandate staff participation in the People Matter Employee Survey and address opportunities for improvement. • Ensure staff uphold the organisation's core values and standards of behaviour. • Maintain a culture of diversity awareness and respect that minimises conflict and prevents bullying harassment and discrimination. • Ensure all staff are aware of their obligations to comply with this policy.
4. Workforce Diversity	<ul style="list-style-type: none"> • Recruitment advertisements to include mention of State Super being an inclusive employer. • Identify and facilitate opportunities for career growth. • Celebrate cultural events to recognise and honour the diverse backgrounds of State Super staff. • Incorporate diversity into workforce planning.

3. Regulatory requirements and governance

State Super is required to comply with NSW legislation and regulations. This policy must be read in conjunction with the following policies:

- State Super's Code of Conduct and Ethics;
- Work Health and Safety Policy;
- Prevention of Sexual Harassment in the Workplace Policy
- Anti-Discrimination and Bullying Policy

3.1 Legislative Framework

Under section 63 of the *Government Sector Employment Act 2013* (GSE Act), the head of a NSW government sector is responsible for workforce diversity within the agency, and ensuring it is integrated into its workforce planning.

State Super is also covered by the *Government Sector Finance Act 2018* (GSF Act) annual reporting framework which includes legislative and policy instruments including Treasurer's Directions and Treasury Policy and Guidelines.

Every year, each NSW government sector agency (State Super is listed in Schedule 2 of the *Government Sector Finance Regulation 2018* (GSF Regulation) and must comply with the mandatory reporting obligations) is required by the GSF Act to report on workforce diversity on an annual basis in its Annual Report to Parliament. In the Annual Report, agencies are required to provide:

- statistics for both the representation and distribution of employees in diversity groups;
- workforce diversity achievements during the reporting period; and
- key workforce diversity strategies proposed for the following year.

3.2 NSW Government Rules

NSW government sector agencies can use Rule 26 of the *Government Sector Employment (General) Rules 2014* (GSE) to change their recruitment and selection process to help employ people from disadvantaged groups in non- executive roles. This rule is intended to help people who may otherwise be disadvantaged when seeking employment.

Rule 26	Definition
'Eligible Person' definition:	<ul style="list-style-type: none"> • an Aboriginal person or Torres Strait Islander; • a person with a disability; • a person under the age of 25 years; • a person who, on or after 1 December 2015, enters or has entered Australia on a Refugee and Humanitarian (Migrant) (Class XB) visa issued by the Commonwealth; • a person who belongs to a group of persons designated by the Public Service Commissioner as being disadvantaged in employment.
Allows agencies to make changes by:	<ul style="list-style-type: none"> • advertising through a specialised job board; • reducing the number of capability-based assessments; • removing the interview and focus on inclusive work sample tests or a presentation; • removing the requirement for a written component of the application, allowing candidates to submit a resume instead; • using one or two assessors instead of three or more; • conducting group interviews and work skills tests; • using a staged interview process to assess person's ability.

4. Application

This policy applies to all State Super Board members, the CEO, and all State Super staff including casual, temporary and contract staff, which for the purposes of this policy shall be referred to as "**State Super Staff**".

All State Super staff are responsible for contributing to an inclusive workplace. This includes, but is not limited to:

- demonstrating our core values of Integrity, Trust, Accountability and Service;
- treating colleagues with respect;
- participating in diversity and inclusion initiatives;
- challenging and/or reporting discriminatory or inappropriate behaviour.

5. Review

5.1 Review

The policy owner, the CEO, in consultation with the Head of People and Culture and General Counsel will ensure that an internal review of this Policy, and the processes flowing from it, every 2 years (or more frequently if required) are reviewed to:

- i. maintain its currency and that it is up to date as regards STC's business;
- ii. consider any changes to the environment that impacts on business operations and should be dealt with in this Policy;
- iii. improve existing processes; and
- iv. reflect changes in any relevant regulatory requirements.

Any amendments to the Policy from the review will be considered and incorporated where appropriate.