

EMPLOYEE AND VOLUNTEER DIVERSITY AND INCLUSION POLICY

RIMPA GLOBAL

RECORDS AND INFORMATION MANAGEMENT
PRACTITIONERS ALLIANCE

Advancing and Connecting the Records and Information
Management Profession.

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1 Document Control

VERSION	DATE	AUTHORS	APPROVAL	COMMENTS
0.1	15 May 2023	Peter Williams	RIMPA Global Board	Received feedback
1.0	7 July 2023	Peter Williams	RIMPA Global Board	Approved Flying Minute 23/11
2.0	3 September 2025	Governance and Risk Committee	RIMPA Global Board	Approved Flying Minute 25/20

2 Related Polices, Procedures or Documents

NUMBER	DOCUMENT NAME	INTERNAL OR EXTERNAL
1.0	No related policies	

3 Amendment, Modification or Variation

This Employee and Volunteer Diversity and Inclusion Policy is effective from 15 May 2023 and is reviewed every two years.

This Employee and Volunteer Diversity and Inclusion Policy may be amended, varied, or modified by the Records and Information Management Practitioners Alliance Global (RIMPA Global) Board.

4 Introduction

RIMPA Global acknowledges that diversity, equity, and inclusion are fundamental to our organisation's success. We are dedicated to creating a safe, respectful, and inclusive workplace that enables our people to contribute effectively to achieving RIMPA Global's objectives, enhancing our reputation, improving the member experience, and attaining sustainable business outcomes.

5 Purpose

This policy outlines RIMPA Global's commitment to fostering a workplace that embraces diversity and inclusion.

6 Definitions

Diversity - Diversity includes characteristics such as age, ethnicity, gender, intellectual and/or physical ability, cultural background, sexual orientation, gender identity, or intersex status. Diversity also refers to less visible aspects, such as education, socioeconomic background, faith, marital status, family responsibilities, thinking styles, experience, and work styles.

Inclusion - Inclusion is the way an organisation's culture, values, workplaces, and behaviours make a person feel valued, included, and able to participate fully without recrimination. It relates to a work environment where all people are treated fairly and respectfully, with equality of opportunity.

7 Policy Principles

RIMPA Global is committed to establishing a welcoming, inclusive, and respectful work environment for all individuals. We will achieve this by adhering to the following policy principles:

7.1 Prioritising Diversity and Inclusion

RIMPA Global value diversity and inclusion as a top priority, fostering a workplace culture that embraces both. By doing so, we create a safe and valued space for employees and volunteers, leading to increased engagement, satisfaction, innovation, and productivity.

7.2 Enabling Full Participation and Excellence

RIMPA Global recognise and embrace the unique diversity, skills, and qualities of our employees and volunteers, which contribute to the development of a safe, equitable, culturally appropriate, and inclusive work environment. We strive for excellence by promoting inclusivity and positioning ourselves as an employer of choice.

7.3 Fair And Respectful Treatment

RIMPA Global is committed to treating all employees and volunteers fairly and equitably, acknowledging their wealth of knowledge, skills, and capabilities.

7.4 Collective Responsibility for Diversity and Inclusion

RIMPA Global encourage positive, respectful, and inclusive behaviour from all employees and volunteers, valuing diversity, and the range of opinions within the workplace. Creating a diverse and inclusive workplace is a shared responsibility, and all employees and volunteers should understand and be committed to their role in achieving this objective.

8 Responsible

This policy applies to all employees and volunteers of RIMPA Global. This includes employees who are full time, part time, casual, permanent, temporary, engaged contractors, volunteers, and individuals on vocational and/or work experience.

9 Compliance with this Policy

We recognise the value of a diverse workforce and inclusive workplace and the affect it has on our success, and acknowledge our legal obligations under state, territory, and federal legislation to provide a safe working environment that is free from discrimination, harassment, bullying and other unlawful behaviour.

We take our commitment to encouraging and promoting a diverse workforce and inclusive workplace seriously. Any breaches of this policy may result in disciplinary action, up to and including termination of employment, removal of volunteer duties and potentially cancellation of membership.