



Reflect Reconciliation Action Plan

November 2020 – November 2021



RECONCILIATION
ACTION PLAN

REFLECT

workspace
commercial furniture

Contents Page

- 3. Workspace Acknowledgement of Peoples and Country
- 4. Message from Reconciliation Australia
- 5. Message from Workspace CEO
- 6. Our Business
- 8. Our RAP
- 8. Our Vision
- 8. Our Current Activities
- 9. Aboriginal and Torres Strait Islander Employment Policy
- 10. Relationships
- 11. Respect
- 11. Opportunities
- 12. Governance
- 13. Key Contact



Workspace Acknowledgement of Peoples and Country



Workspace pays our respect to Aboriginal and Torres Strait Islander Peoples and to Elders, past, present, and future, and support the continuation of cultural, spiritual and educational practices.



Message from Reconciliation Australia

Reconciliation Australia is delighted to welcome Workspace Commercial Furniture to the Reconciliation Action Plan (RAP) program and to formally endorse its inaugural Reflect RAP.

As a member of the RAP community, Workspace Commercial Furniture joins over 1,000 dedicated corporate, government, and not-for-profit organisations that have formally committed to reconciliation through the RAP program since its inception in 2006. RAP organisations across Australia are turning good intentions into positive actions, helping to build higher trust, lower prejudice, and increase pride in Aboriginal and Torres Strait Islander cultures.

Reconciliation is no one single issue or agenda. Based on international research and benchmarking, Reconciliation Australia defines and measures reconciliation through five critical dimensions: race relations; equality and equity, institutional integrity; unity; and historical acceptance.

All sections of the community—governments, civil society, the private sector, and Aboriginal and Torres Strait Islander communities—have a role to play to progress these dimensions.

The RAP program provides a framework for organisations to advance reconciliation within their spheres of influence. This Reflect RAP provides Workspace Commercial Furniture a roadmap to begin its reconciliation journey. Through implementing a Reflect RAP, Workspace

Commercial Furniture will lay the foundations for future RAPs and reconciliation initiatives. We wish Workspace Commercial Furniture well as it takes these first critical steps in its reconciliation journey. We encourage the organisation to embrace this journey with open hearts and minds, to grow from the challenges, and to build on the successes. As the Council for Aboriginal Reconciliation reminded the nation in its final report:

“Reconciliation is hard work—it’s a long, winding and corrugated road, not a broad, paved highway. Determination and effort at all levels of government and in all sections of the community will be essential to make reconciliation a reality.”

On behalf of Reconciliation Australia, I commend Workspace Commercial Furniture on its first RAP, and look forward to following its ongoing reconciliation journey.



Karen Mundine
Chief Executive Officer
Reconciliation Australia

Message from our CEO

Workspace pays our respect to Aboriginal and Torres Strait Islander Peoples and to Elders, past, present, and future.

I am delighted to present Workspace Commercial Furniture's Reconciliation Action Plan (RAP), a year strategic plan. At Workspace, we have a deep respect for the over 70 000 years of continues cultures and knowledge of Australia's Aboriginal and Torres Strait Islander Peoples. Australia's Aboriginal and Torres Strait Islander cultures are the oldest continuing cultures in the world.

The commencement of our reconciliation journey was announced during National Reconciliation Week in 2019. Our ongoing Reconciliation Action Plan formalises our commitments to reconciliation and sets objectives to improve our relationship with Aboriginal and Torres Strait Islander Peoples.

We aim to develop RAP that is holistic, positive and led towards internal organisational and cultural change. We believe and live by the principles of diversity and are dedicated to making a contribution to closing the gap in employment and business opportunities between Aboriginal and Torres Strait Islander Peoples and other Australians.

This RAP is a commitment by all Workspace employees, to our Aboriginal and Torres Strait Islander Peoples to extend and deepen our relationship, and to the broader community. We commit to acknowledging the important role that Aboriginal and Torres Strait Islander cultures and heritage play in improving the social and economic well being of Aboriginal and Torres Strait Islander Peoples. We make this public commitment to demonstrate our desire to achieve meaningful change internally and in our sphere of our influence.



Tom Clark
Chief Executive Officer
Workspace Commercial Furniture

Our Business

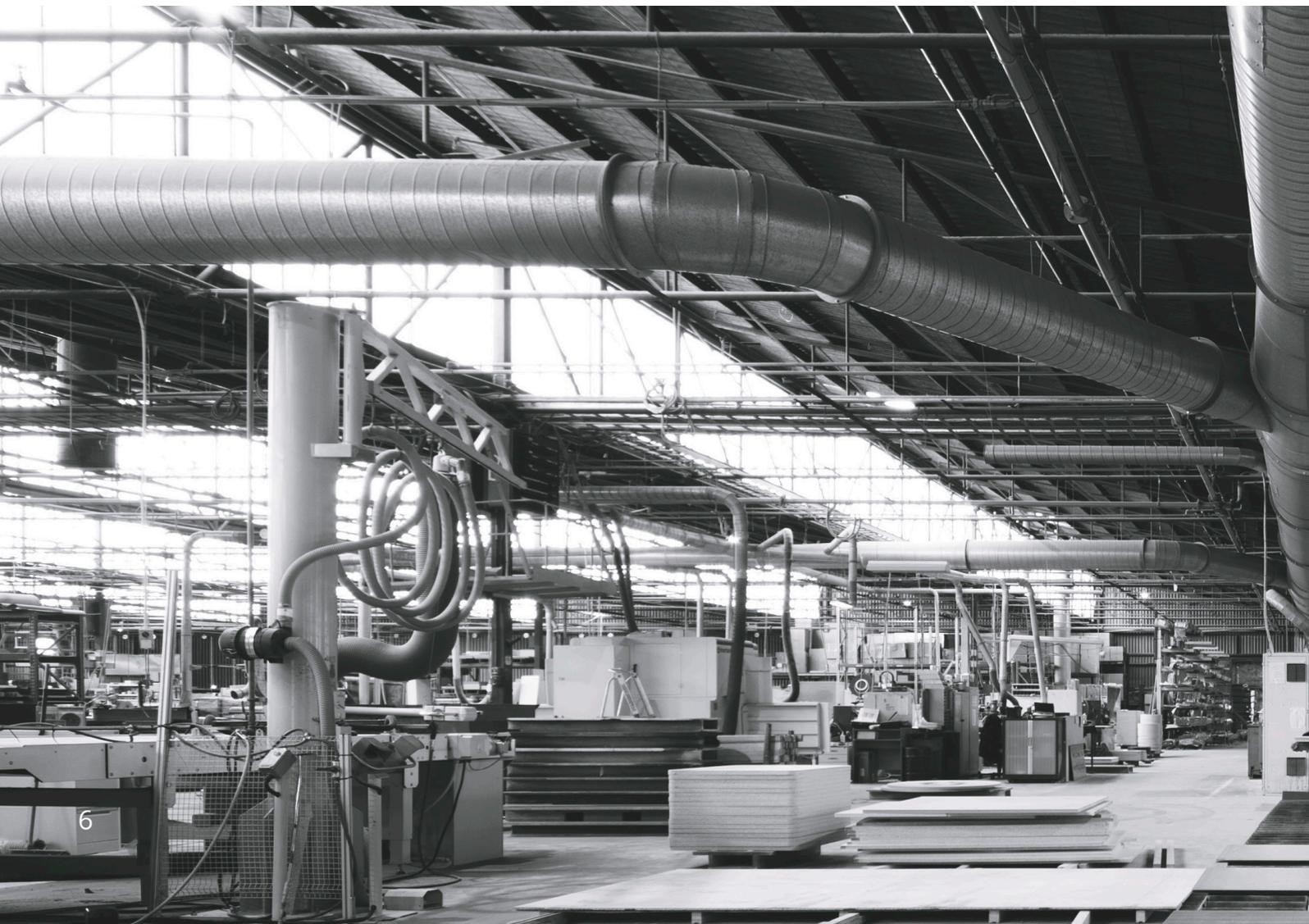
One of Australia's most respected manufacturers; Workspace Commercial Furniture commenced in 1911 and has continued to revolutionise for over 110 years to meet the changing needs of their clients and the market. Workspace is a leader in design and manufacture of commercial, educational, hospitality, health and aged care furniture specialising in project-based solutions.

Workspace has showrooms located in Sydney, Melbourne, Adelaide, Canberra & Brisbane and a 12,500 square metre ISO 9001 & ISO 14001 certified manufacturing facility in South Australia. With over 150 employees, Workspace has the experience and capability to undertake projects of any size nationally and internationally. We have sought to employ Aboriginal and Torres Strait Islander Peoples through recruitment strategy and currently we have one Aboriginal and Torres Strait Islander staff member.

The company's strength lies in its end to end service. Here, Workspace controls product design and development, planning, local manufacture, right through to despatch, freight and installation. Workspace works with its clients to achieve an industry leading turnkey service.

Following on from the huge success of the collaboration with leading European commercial furniture designers, Forma 5, Workspace has also partnered with Lamm and Cerantola and continues to increase exclusive product offering in the seating segment, as well as introducing a stronger design element to its business.

Workspace's commitment to Australian manufacturing has resulted in partnerships with European supply partners that ensure consistent design aesthetic with quality inputs, manufacturing and value ad occurring in Australia.



In addition, Workspace is committed to the promotion of Australian commercial furniture design. Through our extensive industry partnerships, Workspace has sought to bring the best of Australian design to market. We actively seek to work with designers and firms to highlight the design expertise and access to Australian manufacturing. In conjunction with external design partners, and coupled with our internal product development design team, Workspace is also proud to offer an extensive range of AFRDI certified products thus proving strength, durability, stability and function.

Workspace is committed to an environmental and sustainable approach and understands the importance of continuing to improve their environmental impact. Consequently, Workspace endeavours to be an environmentally responsible commercial furniture and interiors supplier and currently have an extensive range of furniture that meets

the markets needs for sustainability.

Workspace is proud of its South Australian heritage and as Australia's largest diversified commercial furniture manufacturer is proactive in ensuring future growth nationally and internationally from its base in South Australia. This Reconciliation Action Plan aims to help us continue to strengthen our capacity to develop culturally appropriate policies, programs and projects that embed respectful, long-term engagement with Aboriginal and Torres Strait Islander Peoples, organisations and communities.



Our RAP

We acknowledge the need for local business to educate their employees, contractors and suppliers of the importance of the engagement of First Peoples. We believe and live by the principles of diversity and are dedicated to making a contribution to closing the gap in employment and business opportunities between Aboriginal and Torres Strait Islander Peoples and other Australians.

The commencement of our reconciliation journey was announced during National Reconciliation Week in 2019, where the HR Manager and Quality and Environment Coordinator started our intention to develop a Reflect RAP. Each year from 2019 we promote our ongoing commitment to the Reconciliation

Action Plan and formalises our commitments to reconciliation and sets objectives to improve our relationships with Aboriginal and Torres Strait Islander Peoples. We aim to develop RAP that is holistic, positive and led towards internal organisational and cultural change. To assist with this, CEO of Workspace allocated the role of developing RAP to a HR Manager and Quality and Environment Coordinator who are the RAP Champions.

Our Vision

Our vision is that Aboriginal and Torres Strait Islander Peoples will be restored to a place of equity, dignity, and respect.

Our Current Activities

Workspace supports human rights and fair labor practices, including through the promotion of diversity by supporting the professional growth and development of our people; and through policies that promote dignity and safety in our workplace.



Aboriginal and Torres Strait Islander Employment Policy



Workspace pays our respect to Aboriginal and Torres Strait Islander peoples and to Elders, past, present, and future. We support human rights and fair labor practices, including through the promotion of diversity by supporting the professional growth and development of our people; and through policies that promote dignity and safety in our workplace. This policy was implemented as a part for our RAP journey and will be available together with our Reconciliation Action Plan.

Aboriginal and Torres Strait Islander Employment Policy and its Objectives

- Incorporate Aboriginal and Torres Strait Islander Peoples and businesses into the way Workspace does business and ensure ongoing commitment.
- Improve the cultural awareness of Workspace staff to better understand Aboriginal and Torres Strait Islander cultures and promote the importance of traditional cultural principles.
- Through the Aboriginal and Torres Strait Islander Employment Policy, Workspace demonstrates its commitment to the improvement of social and economic opportunities for Aboriginal and Torres Strait Islander Peoples through employment and development opportunities.
- Increasing the number of Aboriginal and Torres Strait Islander Peoples employees is important to Workspace and cannot be underestimated.
- Workspace believes that the Aboriginal and Torres Strait Islander Employment Policy, will give an access to the right people for the right jobs and gain a significant business that comes with a culturally diverse workforce.
- Workspace will treat all employees with respect and expect its employees to demonstrate a commitment to their jobs.
- Implementation, monitoring, and evaluation of the Aboriginal and Torres Strait Islander Employment Policy, will be undertaken by the HR Manager and supported by CEO.



The Commitment

Workspace is committed to exhausting all avenues available in the recruitment process to ensure First Peoples and Communities are informed of any employment opportunities that are available. To facilitate this process, we have employed the services of a Recruitment Organisation directly linked to First Peoples and Communities to introduce Workspace as a preferred employer of choice.



Relationships

ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
1. Establish and strengthen mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations.	Identify Aboriginal and Torres Strait Islander stakeholders and organisations within our local area or sphere of influence.	December , 2021	CEO, HR Manager, Quality and Environment Coordinator
	Research best practice and principles that support partnerships with Aboriginal and Torres Strait Islander stakeholders and organisations.	December , 2021	CEO, HR Manager, Quality and Environment Coordinator
2. Build relationships through celebrating National Reconciliation Week (NRW).	Circulate Reconciliation Australia's NRW resources and reconciliation materials to our staff.	May, 2021	HR Manager, Marketing Coordinator/s
	RAP Working Group members to participate in an external NRW event.	27 May- 3 June, 2021	CEO, Marketing Coordinator/s, HR Manager
	Encourage and support staff and senior leaders to participate in at least one external event to recognise and celebrate NRW.	27 May- 3 June, 2021	CEO, HR Manager, Quality and Environment Coordinator
3. Promote reconciliation through our sphere of influence.	Communicate our commitment to reconciliation to all staff.	December, 2021	HR Manager
	Identify external stakeholders that our organisation can engage with on our reconciliation journey.	December, 2021	CEO
	Develop and implement a social media strategy to promote our RAP and reconciliation goals	April, 2021	CEO, Marketing Coordinator/s
	Identify RAP and other like-minded organisations that we could approach to collaborate with on our reconciliation journey.	March, 2021	CEO
4. Promote positive race relations through anti-discrimination strategies	Research best practice and policies in areas of race relations and anti-discrimination.	December, 2021	HR Manager, Quality and Environment Coordinator
	Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, and future needs.	December, 2021	HR Manager, Quality and Environment Coordinator



Respect

ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
5. Increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights through cultural learning.	Develop a business case for increasing understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights within our organisation.	May, 2021	HR Manager, Quality and Environment Coordinator
	Conduct a review of cultural learning needs within our organisation.	December, 2021	HR Manager
6. Demonstrate respect to Aboriginal and Torres Strait Islander Peoples by observing cultural protocols.	Develop an understanding of the local Traditional Owners or Custodians of the lands and waters within our organisation's operational area.	December, 2021	HR Manager,
	Increase staff's understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols.	December, 2021	HR Manager
7. Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week	Raise awareness and share information amongst our staff about the meaning of NAIDOC Week.	July, 2021	HR Manager, Marketing Coordinator/s
	Introduce our staff to NAIDOC Week by promoting external events in our local area.	July, 2021	CEO, Marketing Coordinator/s
	RAP Working Group to participate in an external NAIDOC Week event.	First week in July, 2021	CEO, HR Manager, Quality and Environment Coordinator, Marketing Coordinator/s



Opportunities

ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
8. Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention and professional development.	Develop a business case for Aboriginal and Torres Strait Islander employment within our organisation.	December, 2021	HR Manager, CEO
	Build understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities.	December, 2021	HR Manager
9. Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes.	Develop a business case for procurement from Aboriginal and Torres Strait Islander owned businesses. • Investigate Supply Nation membership.	December, 2021	CEO
	Investigate Supply Nation membership.	February, 2022	CEO, Quality and Environment Coordinator



Governance

ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
10. Establish and maintain an effective RAP Working Group (RWG) to drive governance of the RAP	Form an RWG to govern RAP implementation.	December , 2021	CEO, HR Manager, Quality and Environment Coordinator
	Draft a Terms of Reference for the RWG.	March, 2021	CEO, HR Manager, Quality and Environment Coordinator
	Establish Aboriginal and Torres Strait Islander representation on the RWG.	December, 2021	CEO, HR Manager, Quality and Environment Coordinator
11. Provide appropriate support for effective implementation of RAP commitments.	Define resource needs for RAP implementation.	December, 2021	CEO, HR Manager, Quality and Environment Coordinator
	Engage senior leaders in the delivery of RAP commitments.	November, 2021	CEO, HR Manager
	Define appropriate systems and capability to track, measure and report on RAP commitments.	Monthly meetings, 2021-2022	CEO, HR Manager, Quality and Environment Coordinator
12. Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally.	Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia.	30 September, 2021	Quality and Environment Coordinator
13. Continue our reconciliation journey by developing our next RAP.	Register via Reconciliation Australia's website to begin developing our next RAP.	July, 2021	CEO, HR Manager, Quality and Environment Coordinator



Key Contact

.....



Name: Ivana Dutton

Position: Quality and Environment Coordinator

Phone: 08 8374 8900

Email: iduntton@workspace.com.au

Web: www.workspace.com.au



**RECONCILIATION
ACTION PLAN**

REFLECT

MAKE. SPACE. WORK.

Workspace Sydney
Unit 4, Harcourt Estate
809-821 Botany Road
+61 2 9381 2300

Workspace Melbourne
87-89 Queensbridge Street
South Bank VIC 3006
+61 3 9686 1311

Workspace Adelaide
54 Jose Street
Melrose Park SA 5039
+61 8 8374 8900

Workspace Canberra
Unit 4, 41-43 Townsville Street
Fyshwick ACT 2609
+61 2 6280 7708

Workspace Brisbane
Unit 1, 36 Doggett Street
Newstead, QLD 4006
+61 7 3252 2268

workspace
commercial furniture

www.workspace.com.au