

X.X.X Veteran Employment & Inclusion Policy

1. Purpose

This policy ensures the organisation recognises and supports the unique experiences of veterans and veterans' families (the veteran community), and embeds a culture that values, includes, and supports the veteran community as employees across all aspects of organisational practice.

2. Scope

This Policy applies to all employees of AKKF (full-time, part-time, and casual).

3. Principles

AKKF is committed to the following principles:

- The veteran community encompasses reservists, former serving members, former serving emergency first responders, and their families
- The veteran community bring valuable skills, experience and perspectives that strengthen organisational capability
- Experiences within the veteran community may differ and may include exposure to complex or traumatic events
- A respectful, inclusive and psychologically safe workplace is maintained for all employees
- Support for the veteran community is applied consistently and integrated across organisational practices
- All employees and leaders contribute to a culture that supports veteran community inclusion and wellbeing

4. Policy Statement

AKKF is committed to building and maintaining a workplace culture that recognises, values and supports the veteran community. This commitment is embedded across all organisational activities and people management practices.

4.1. Veteran Support

AKKF will:

- Recognise and value transferable skills gained through military and related service
- Support transition into the organisation through clear role expectations, onboarding, and workplace integration
- Provide reasonable flexibility where appropriate to support individual circumstances and wellbeing
- Ensure access to wellbeing support and promote early support seeking in a stigma-free environment
- Apply a trauma-informed and strengths-based approach to people management
- Promote inclusion by embedding veteran awareness into organisational communication, practices, and initiatives

4.2. Workplace Practices

Considerations relating to the veteran community will be integrated into relevant organisational practices, including:

- Recruitment and selection processes that appropriately recognise relevant service experience and the impacts of service on career pathways
- Onboarding processes that support transition into civilian work environments
- Learning and development opportunities that support capability and career progression
- Performance and development processes that support growth and contribution
- Work health and safety practices, including psychosocial risk management, in line with organisational obligations

4.3. Leadership Capability

Leaders are responsible for:

- Applying inclusive and respectful management practices
- Demonstrating an appropriate understanding of experiences within the veteran community relevant to their role
- Responding appropriately to wellbeing and support needs
- Promoting a psychologically safe environment where employees feel comfortable seeking support

4.4. Awareness and Education

AKKF will support organisational awareness of the veteran community through:

- Communication and education initiatives where appropriate

- Promoting understanding of the value of service experience
- Encouraging respectful and informed workplace behaviours

5. Roles & Accountabilities

5.1. Employees

- Contribute to a respectful and inclusive workplace
- Seek support where required
- Support colleagues in a professional and appropriate manner

5.2. Managers

- Support employees within the veteran community in accordance with this policy
- Apply decisions consistently and fairly
- Promote inclusion and psychological safety within their teams
- Identify and respond to support needs where appropriate

5.3. Human Resources

- Embed this policy into organisational practices and frameworks
- Provide guidance to support consistent application
- Support leaders in managing considerations relating to the veteran community
- Monitor alignment with organisational culture and inclusion objectives

6. Compliance and Breaches

All employees are required to comply with AKKF policies. Failure to comply with this policy may result in disciplinary action in accordance with organisational procedures. Any breach must be reported to the Head of Human Resources.

7. Policy Document Control

Policy Owner		Head of Human Resources	
Responsible Sub-Committee		Governance & Culture Sub Committee	
Policy Authority		CEO	
Version Number	Date Approved	Approved by	Next review due
XXX v1			