

## EQUAL OPPORTUNITY EMPLOYMENT & DIVERSITY POLICY

### 1. INTRODUCTION

The Company is committed to actively managing diversity as a means of enhancing the Company's performance by recognising and utilising the contribution of diverse skills and talents from its directors, officers, and employees.

Diversity involves recognising and valuing the unique contribution people can make because of their individual background and different skills, experiences, and perspectives at all levels of the organisation. Diversity may result from a range of factors including age, gender, ethnicity, cultural background, marital or family status, sexual orientation, gender identity, disabilities, religious or political affiliations or other personal factors. The Company values the differences between its people and the contribution these differences make to the Company.

### 2. PURPOSE

The purpose of this Policy is to set out the commitment by the Company to actively seek to maintain a diverse workforce and to create a workplace that is fair and inclusive, applies fair and equitable employment practices and provides a working environment based on mutual respect and is free from discrimination and harassment.

### 3. ACCOUNTIBILITY & RESPONSIBILITY

It is the responsibility of the Board to foster an environment where:

- a) Individual differences are respected.
- b) The ability to contribute and access employment opportunities is based on performance, skill, and merit.
- c) Inappropriate attitudes, behaviours and stereotypes are confronted and eliminated.

### 4. SUPPORTING EQUAL OPPORTUNITY EMPLOYMENT & DIVERSITY

The Company is committed to be an equal opportunity employer and encourages diversity in employment, and in the composition of the Board, as a means of ensuring the Company has an appropriate mix of skills and talent to conduct its business and achieve the Company's goals.

Specifically, the Company will provide equal opportunities in respect to employment and employment conditions by:

- a) **Hiring:** the Company will ensure that its recruitment and selection processes and practices at all levels (from the Board downwards) are appropriately structured so that a diverse range of candidates are considered and that no conscious or unconscious biases are applied that might discriminate against certain candidates. In addition, the Company will seek to ensure that all matters related to employment and career development will be free from discriminatory practices by ensuring that selection for jobs and career progression will be determined by personal merit, competency, qualifications, and ability to effectively perform the role.
- b) **Training:** all internal and external training opportunities will be based on merit and considering the Company and individual needs. The Company commits to develop a broader and more diverse pool of skilled and experienced employees and that, over time, will prepare them for senior management and Board positions.
- c) **Career Advancement:** all decisions associated with career advancement, including promotions, transfers, and other assignments, will meet the Company's needs and be determined on skill and merit.

## 5. WORK ENVIRONMENT

As a priority, the Company will continue to promote a culture that embraces and values diversity, tolerates differences and treats all members of the workforce with fairness and respect. It will ensure that all officers, employees, and contractors have access to a work environment that is free from harassment. The Board and senior managers are required to ensure that the work environment is harassment free, and to ensure that complaints or reports of sexual, religious, racial or any other harassment are treated seriously, confidentially, and sympathetically by the Company.

In addition, the Company recognises that employees (male and female) at all levels may have domestic responsibilities and will seek, where possible to adopt flexible work practices that will assist them to meet these responsibilities.

## 6. REPORTING RESPONSIBILITY

It is the responsibility of all Directors, Officers, and employees to comply with the Company's *Equal Opportunity Employment & Diversity Policy* and report violations or suspected violations in accordance with this Policy.

## 7. COMPLIANCE WITH THIS POLICY

Any breach of compliance with this Policy is to be reported directly to the Company Secretary, Managing Director, or Chair, as appropriate. Anyone found to be in breach of this Policy may be subject to disciplinary action, including termination.

## 8. REVIEW

The Board will review this Policy annually or as often as it considers necessary to ensure that it remains consistent with the Board's commitment towards seeking to maintain a diverse workforce which is free from discriminatory practices.