



Policy

## Diversity Policy

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**A2B Australia Limited (A2B)**

ACN 001 958 390

Adopted by the Board on 18 July 2017



## 1 PURPOSE

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A2B aims to create an environment in which individual differences are valued and all staff have the opportunity to realise their potential and contribute to the success of A2B.

A2B recognises that diversity drives its ability to attract, retain, motivate and develop the best talent and deliver the highest quality services to its customers.

A2B's vision for diversity relates to a broad range of differences including religion, gender, cultural background, sexual orientation, age, disability, ethnicity and includes differences that have arisen as the result of varied experiences such as education, problem solving skills, functional expertise, and interpersonal skills.

## 2 OBJECTIVES

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A2B will use the framework set out in this policy to achieve:

- A diverse and skilled workforce capable of achieving A2B's commercial objectives;
- A workplace culture characterised by inclusive practices and behaviours;
- A work environment that values and utilises the contributions of employees with diverse backgrounds, experiences and perspectives;
- Awareness in all staff of their rights and responsibilities in relation to fairness, equity and respect for all aspects of diversity.

## 3 MEASURABLE OBJECTIVES

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The Board will set measurable objectives with a view to achieving a diverse representation of employees and ensuring each of its employees are treated equally across all areas of its business, including at management and Board levels.

The Board will assess achievement of these measurable objectives annually.

Each year, A2B's Corporate Governance Statement will disclose the measurable objectives and A2B's progress towards achieving them.

## 4 GENDER REPRESENTATION REVIEW

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As required by the ASX Corporate Governance Principles and Recommendations, A2B will disclose in its Corporate Governance Statement the proportion of male and female employees in the organisation as a whole, in senior executive positions, and on the Board or, if applicable, A2B's most recent "Gender Equality Indicators" as defined by the *Workplace Gender Equality Act 2012* (Cth).

## 5 DIVERSITY FRAMEWORK

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A2B will use a range of tools from time to time to develop and sustain a culture that embraces diversity. For example, A2B may:

- Introduce and supplement the measures outlined in this Policy;
- Implement leadership and culture programs;
- Develop HR policies, systems and processes that are equitable and limit potential bias;
- Engage in sponsorships and special events relating to diversity;
- Authorise internal communications and awareness campaigns.

## 6 RECRUITMENT AND SUCCESSION PLANNING

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The Remuneration and Nominations Committee is responsible for making recommendations to the Board on the appointment of Directors. In making these recommendations, the Committee will have regard to:

- skills, expertise and background that add to and complement the range of skills, expertise and background of the existing directors;
- diversity; and
- the extent to which the candidate would fill a present need on the Board.

Management will have regard to diversity criteria in the recruitment and succession planning process throughout A2B.

Decisions relating to remuneration and recruitment, promotion and selection will be based on merit. This Policy is not intended to be, nor will its application be, inconsistent with this principle.

## 7 ENFORCEMENT

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A2B does not tolerate non-inclusive behaviour and expects its employees to further the advancement of diversity and proactively uphold the laws relating to discrimination. A2B expects its staff to:

- Understand and comply with A2B's HR policies, including this Diversity Policy;
- Attend any diversity awareness training provided by A2B;
- Be assertive and proactive in preventing inappropriate and non-inclusive behaviours of discrimination, harassment, bullying, victimisation or vilification;
- If required, willingly adapt their own behaviours to ensure appropriate workplace conduct in accordance with the spirit A2B's HR Policies and Diversity Policy.

## 8 COMPLAINTS

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All employees within A2B are required to be alert to inappropriate behaviours and, in particular supervisors, managers and senior executives should make themselves available in a meaningful way to any staff member who elects to make a complaint on the basis of being subjected to inappropriate behaviours relating to diversity.

Complaints may be made at the election of an aggrieved staff member either informally (verbally) or formally (in writing).

Supervisors, managers and senior executives involved in resolving a complaint are required to exercise a high degree of discretion, sensitivity and confidentiality.

Staff members should be reminded of their ability to make use of the Employee Assistance Program in place from time to time.

## 9 POLICY CHANGES

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This Diversity Policy is approved by the Board. The Board will periodically review this Policy and may approve updates and amendments to it from time to time.