

Diversity & Inclusion Policy



PEXA Group Limited (Company)

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Approved by the Board

Contact for inquiries and proposed changes:

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Chief People Officer

Change History

Version	Date	Revised by	Brief outline of changes
1.0	11/06/2021	The Board	Final version

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1. Purpose

PEXA Group Limited (PEXA) recognises workplace diversity and inclusion as an integral part of how we operate and is imperative to our success. Workplace diversity and inclusion recognises our individual differences, including differences in gender, race, ethnicity, sexual orientation, age, physical abilities, family status, language, religious belief, perspective and experience.

This policy contributes to achieving PEXA's strategic objectives and embeds the importance and value of diversity at PEXA. It is important that PEXA is able to attract, retain and motivate employees from the widest possible pool of talent, and that PEXA is committed to building a workforce that reflects the diversity of our community, customers and employees, and helps us to create better experiences for them.

This policy applies to PEXA's board of directors (Board), officers, employees and contractors directly engaged by PEXA (our People).

Fostering and promoting diversity and inclusion will enable us to realise significant commercial benefits, including increased innovation, creativity and critical thinking. We believe that it will support us to bring our values to life and that creating an environment that values difference, diversity and inclusion is the right thing to do. PEXA is committed to creating an inclusive environment for all our People and to anyone who visits or interacts with PEXA.

Our business policies, practices and behaviours promote workplace diversity and equal opportunity and create an inclusive and collaborative environment where individual differences are valued and all our People have the opportunity to realise their potential and contribute to PEXA's success.

At every level, our People have accountability for ensuring the successful promotion of all aspects of diversity and inclusion and appropriate behaviour in the workplace. Diversity and inclusion applies to all human resources practices, including but not limited to, recruitment, retention, performance management, promotions, talent identification and succession planning, learning and development and goal setting. People Leaders have a responsibility as leaders to make decisions based on merit, to encourage diversity and inclusion in their teams and to model appropriate behaviour to ensure a strong and diverse culture, which will significantly contribute to our commercial success.

Successful recruitment and selection is a fundamental part of the business and candidate diversity allows for different strengths and contributions to be brought to PEXA. It is critical that discriminatory practices and unconscious bias are avoided. These same principles are applied when considering new Directors for appointment to the Board to ensure a balance of skills and background in candidate selection.

2. What is workplace diversity and inclusion?

Workplace diversity and inclusion recognises and values the contribution of all our People and recognises and values individual differences and the contribution these differences make to PEXA.

At PEXA, workplace diversity and inclusion means:

- an inclusive workplace that embraces individual differences;
- a workplace that is free from discriminatory behaviours and business practices including discrimination, harassment, bullying, victimisation and vilification;
- equitable remuneration frameworks and policies, processes and practices that limit potential bias;
- fair and effective processes for the appointment of our People that limit potential bias;
- awareness of different needs of employees;
- the provision of flexible work practices and policies to support employees; and
- attraction and retention of a diverse range of talented people.

PEXA aspires to have a diverse and inclusive workplace, and aims to develop a workplace diversity and inclusion framework and embed workplace diversity and inclusion within its systems and culture.

3. Supporting policies

Our approach is underpinned by a diversity and inclusion strategy which is endorsed by the Board and supported by a range of PEXA's other policies:

- **Code of Conduct and Ethics** – we are committed to complying with all applicable laws and regulations, and conducting our business with the highest standards of ethics and integrity.

- **Whistleblower Policy** – we recognise the important role whistleblowing can play in the early detection of PEXA’s exposure conduct that may be corrupt, illegal, immoral or unethical and we will support anyone who raises concerns in respect of such matters.
- **Equal Employment Opportunity** – we are committed to eliminating all forms of discrimination, harassment, bullying and victimisation in the workplace. Our aim is to provide a safe, respectful and fair working environment, attract and retain the best possible employees, and ensure that when employment decisions are made that they are based on merit.
- **Domestic Violence Support** – we recognise that employees face situations in their personal lives that may affect their performance or attendance at work. As such, PEXA is committed to supporting employees in relation to domestic and family violence.
- **Flexible Work Arrangements** – we recognise the needs of employees to balance work and life commitments and will endeavour to ensure our People have access to flexible work options that work for them.
- **Leave Policies** – we recognise that our People have different needs and priorities at different stages of life and career. In addition to a standalone parental leave policy, we offer a range of leave options, including, annual leave, personal/carer’s leave, compassionate leave, long service leave, volunteer leave, community services leave, leave without pay, time in lieu.
- **Learning & Development** – we recognise the importance of ongoing professional development of our employees and how essential it is to the success of the organisation. PEXA offers a wide range of learning opportunities through this policy including, mentoring, inductions, in-house PEXA training, conferences, seminars on-the job training, external training and on-line training through the Learning Management System

4. Grievances

Discrimination, harassment, vilification and victimisation will not be tolerated. Any substantiated breach of PEXA’s Diversity and Inclusion Policy will be dealt with seriously and may result in disciplinary action. PEXA is committed to taking appropriate action where a complaint is raised and an investigation may follow in line with PEXA’s complaint

handling procedures. For more information regarding complaint handling, refer to PEXA's formal complaint procedure under PEXA's Equal Employment Opportunity Policy.

5. Board's Responsibilities

The Board is responsible for oversight of the implementation of this policy and monitoring its effectiveness. This includes the adoption of measurable objectives to assist PEXA to achieve diversity and inclusion, including but not limited to achieving gender diversity, and the review of PEXA's progress in meeting these objectives and the effectiveness of these objectives each year.

The Board recognises that it must provide guidance to management on the promotion of diversity and inclusion within PEXA.

6. Remuneration, Nomination and People

Committee's Responsibilities

The Remuneration, Nomination and People Committee is responsible for reviewing this Diversity and Inclusion Policy and will provide the Board with an annual report on the status of workplace diversity and inclusion within PEXA.

The Remuneration, Nomination and People Committee will:

- make recommendations to the Board regarding the measurable objectives;
- annually assess the objectives set by the Board and regularly monitor the progress against them;
- review and monitor the effectiveness and publication of this policy;
- annually review the proportion and remuneration of women who are employed by PEXA, including at the Senior Executive and Board level, and submit a report to the Board outlining its findings;
- benchmark PEXA's position and progress on diversity objectives and undertake gender pay equity audits to gain an insight into the effectiveness of the diversity policy; and
- oversee the implementation of initiatives outlined in PEXA's diversity and inclusion strategy, including those arising from this policy.

7. Effectiveness of objectives

The Board will measure the effectiveness of PEXA's policies and training and education programs established to assist PEXA to achieve diversity and inclusion, including but not limited to gender diversity, and measure PEXA's progress in meeting these objectives through regular reporting and analysis. The Remuneration, Nomination and People Committee is responsible for recommending such policies to the Board.

The Remuneration, Nomination and People Committee will report to the Board each year on PEXA's progress towards achieving its objectives. This report will include details of the diversity and inclusion initiatives across PEXA and relative proportions of men and women at all levels in the organisation.

PEXA will provide information in its annual report regarding:

- the measurable objectives set for that period to achieve gender diversity and progress towards achieving those objectives;
- the respective proportions of men and women across the whole PEXA workforce, including at the Board and the Senior Executive level (including how the entity has defined "Senior Executive" for these purposes), or PEXA's most recent "Gender Equality Indicators" as defined in and published under the Workplace Gender Equality Act; and
- a statement as to the mix of skills and diversity which the Board of directors is looking to achieve in membership of the Board.