

# DIVERSITY POLICY

## 1. Adoption of Diversity Policy

The company is committed to an inclusive workplace that embraces and promotes diversity.

The concept of diversity includes but is not limited to gender, age, ethnicity, cultural backgrounds and disabilities.

The company views the adoption of its diversity policy as a way of improving and facilitating:

- (a) the attracting of strong candidates for employment and providing a conducive environment within which to develop their skills and for employees to reach their full potential;
- (b) the consideration of relevant wider issues in the making of its business decisions and adding robustness to its decision making processes and associated outcomes;
- (c) overall greater internal stakeholder participation, innovation, satisfaction and, ideally, realisation of the company's vision and commercial objectives.

The company believes that differences between the people comprising its Board, senior management and operational staff add to the collective skills and experience of the organisation and enables it to leverage off such skills and experience. It views the embracing of diversity as one of the fundamental ways to develop and maintain its business strengths.

## 2. Company Objectives

In adopting its diversity policy, the company will seek to:

- (a) ensure that diversity is incorporated into its corporate policies, practises and behaviour to create an inclusive workplace culture;
- (b) establish and maintain equal employment opportunities by reference to relevant job criteria requirements;
- (c) adopt recruitment and selection processes which promote and develop diversity at all levels including the Board, senior management and operational staff, whilst ensuring that job criteria and operational requirements are met;
- (d) recognise that differing characteristics including professional and technical qualifications, relevant industry and related experience, age, gender, sexual orientation, cultural and ethnic background, religious, political and environmental beliefs, disabilities, and life choices all have the potential to positively contribute to the company's management and decision making processes;
- (e) avail itself of professional search and recruitment firms with a view to enhancing its selection pool for potential candidates at all levels including the Board, senior management and operational staff;
- (f) ensure that remuneration paid by the company is appropriate with reference to market and industry indices and by reference to relative ability and performance and is not inequitable to any proportion of personnel on the basis of, amongst other things, gender, age, cultural background, ethnicity or disability;
- (g) attract, develop and retain a skilled and diverse workforce as an employer of choice;

- (h) develop flexible work practices to meet differing employee needs;
- (i) establish a safe work environment by acting with care and respect and taking appropriate disciplinary action against inappropriate workplace conduct such as discrimination, harassment, bullying, victimisation, vilification or exploitation of individuals or groups;
- (j) develop and implement a corporate succession plan that encourages, promotes and develops diversity within the company and which promotes the development (through appropriate education, training and mentoring programs) of personnel with the relevant skills, experience and capability to develop the company's business strategies and objectives and manage its ongoing operations, future growth and development;
- (k) develop and implement measurable diversity objectives against which the company's performance with respect to its diversity policy may be assessed;
- (l) discharge its domestic and international obligations with respect to its operations in a manner consistent with its diversity policy;
- (m) contribute to the economic, social and cultural diversity of the communities in which the company operates both locally and internationally; and
- (n) monitor and report on the achievement of the company's objectives.

### **3. Review of diversity policy**

Due to the size of the company, at present, the company's executive officers have the day to day development, administration and review of policies such as this diversity policy.

The executive officers are supported in the development of such policies by the company's Board. The executive officers include the company's Chairman, Chief Operating Officer, and Company Secretary.

The executive officers will from time to time:

- (a) develop measurable objectives to assess the Company's performance in achieving the objectives specified above;
- (b) develop and implement recruitment and employment and other policies and procedures consistent with, and with a view to promoting and giving effect to the objectives and this diversity policy;
- (c) assess and report to the Board on the implementation and the company's compliance with its diversity policy.

Although the executive officers have the day to day administration of the diversity policy, the company's Board is ultimately responsible for its development, implementation and operation. It will be reviewed by the Board on an annual basis.

It is the responsibility of all directors, officers, employees, consultants and contractors to comply with the company's diversity policy and to bring to the attention of management any conduct which is inconsistent with or in breach of the company's diversity policy.

#### **4. Reporting**

The Company will disclose in its annual report the company's objectives for achieving diversity for that financial year and the progress in achieving them.