



resimac

POLICY DOCUMENT

DIVERSITY & INCLUSION POLICY

- DECEMBER 2018 -

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Purpose

The purpose of this policy is to set out Resimac Limited and its subsidiaries (the “Resimac Group”) approach to diversity in the workplace.

Workplace diversity means the ways in which people within the organisation, employees and our Board differs. This involves recognising and managing these differences and creating a safe environment whereby individual differences are valued and respected.

These differences include work and educations experiences, life expectations, language, gender, nationality, age, personality, ethnicity, cultural background and work status.

Scope

This policy applies to all employees and Board members within the Resimac Group.

Roles & Responsibilities

Board’s Responsibilities

- Ensuring workplace and workforce diversity;
- Compliance with the ASX Corporate Governance Principles Recommendations 1.5; and
- Annually reviewing and approving the Diversity Policy and Plan and associated documents.

Manager’s Responsibilities

Managers are responsible for:

- Ensuring that the principles outlined in this policy are applied in the workplace;
- Ensuring all decisions relating to selection, appointment, promotion and career development are made in accordance with this policy;
- Giving due consideration to all employee requests that promote diversity; and
- Providing an inclusive and protected environment.

Employee’s Responsibilities

Employees are responsibilities for:

- Complying with the provisions of this policy and policies referenced within;
- Treating all employees and customers with respect and professionalism; and
- Escalating to their manager any potential breach of this policy.

Human Resources Responsibilities

Human Resource is responsible for:

- Ensuring all managers and employees are made aware of their obligations and responsibilities with respect to workplace diversity;
- Providing support and guidelines to all employees in relation to diversity; and
- Providing educations sessions annually on workplace bullying, harassment and victimisation.

Commitment and Development of Culture

Resimac is committed to:

- Building an inclusive culture and environment;
- Treating people with dignity and respect;
- Developing leaders who value diversity and inclusion;
- Communicating our policies which support diversity and educating our staff;
- Recruiting and managing on the basis of an individual's merit and performance;
- Valuing diversity by maintaining a safe work environment by taking action against inappropriate workplace behaviour including harassment, victimisation and bullying;
- Providing learning and development strategies and opportunities to develop skills and experience to assist with career development.

Policies

At Resimac we support diversity and welfare by maintaining policies and communicating such policies as set out below:

- **Bullying and Harassment Policy** – Providing all employees with a work environment free from bullying, harassment and discrimination.
- **Equity at Work Policy** – Ensuring equity within the workplace.
- **Parent Leave Policy** – Providing the guidelines around parental leave and employer funded leave.
- **Workplace Health and Safety Policy** – Ensuring we provide and maintain a safe working environment.
- **Workplace Gender Equality Policy** – Ensuring we comply with the reporting and compliance framework set out under the Workplace Gender Equality Act 2012 (Cth).
- **Working From Home Policy**

For further information on this policy please contact Human Resources.

Measurable Objectives

- To target the proportion of female employees with a range of 40% - 60% of total Resimac Group employees.
- Continue to identify high potential (talent) female staff members that may develop their skill and experience in order to have an opportunity to progress into management positions as part of succession planning.
- To target the percentage of women in management positions at a level of at least 25% with a minimum of 2 at senior management (i.e. Executive) level.
- Aim to have a portion of the workforce with flexible working arrangements (i.e. part-time; working remotely; part work at home).
- Aim to maintain an employee base with a diverse range of cultural backgrounds.

For further information on this policy please contact Human Resources.

Compliance & Sanctions

Each of the policies references in this Diversity and Inclusion Policy require strict compliance. A breach of a policy could damage the Company's reputation and could expose the Company and/or individuals to fines and/or penalties. Employees in breach of this policy may be subject to disciplinary action, which could include termination of employment where appropriate.

Review

This policy will be reviewed and approved by the Board annually to ensure that it reflects current legislative and regulatory requirements or 'best practice' developments.

REVIEW DATE	REVIEWED BY	APPROVED
01-07-2017	Danielle Corcoran	Resimac Board
01-08-2017	Nikki Lindsay	Resimac Board
01-06-2017	Supported by the Joint CEOs	Supported by the Joint CEOs