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# POLICY DOCUMENT

DIVERSITY & INCLUSION POLICY

- July 2019

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## Purpose

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

Resimac recognises that people are its most important asset and is committed to championing workplace diversity and inclusion.

Diversity and inclusion drive the Company’s ability to attract, motivate and retain the best employee talent along with creating an engaged workforce that delivers high quality services whilst growing the business.

## Scope

This policy applies to all employees, contractors and directors within the Resimac Group.

## Definition

**Workplace diversity** means the ways in which people (ie our employees) within the Group differ. This involves recognising and managing these differences and creating a safe environment whereby individual differences and characteristics are valued and respected.

These characteristics include: religion, race, ethnicity, nationality, language, gender, sexual orientation and gender identity, marital or family status, socio-economic background, perspective and experience, disability, age or any other area of potential difference.

**Workplace inclusion** occurs when a diverse group of people feel valued and respected, are supported in opportunities and resources and can contribute to the objectives of the organisation. In order to have an inclusive workplace; discrimination, harassment, vilification and victimisation cannot and will not be tolerated.

## Governance

Resimac promotes and adheres to Commonwealth legislative requirements of the Workplace Gender Equality Act 2012, Age Discrimination Act 2004, Australian Human Rights Commission Act 1986, Disability Discrimination Act 1992, Racial Discrimination Act 1975, Sex Discrimination Act 1984 and New South Wales legislation including the Anti Discrimination Act 1977 (NSW).

Resimac is committed to **Recommendation 1.5** of the ASX Corporate Governance Councils Corporate Governance Principles and Recommendations (4<sup>th</sup> Edition) which has been designed to provide guidelines and a framework for diversity principles.

Annually the organization is obligated to report to the Workplace Gender Equality Agency (WGEA). The aim of the WGEA is to improve gender equality in Australian workplaces. The agency is committed to raising the level of public awareness and debate of gender equality issues in the workplace. Resimac reports on a range of data including the ratio of males and females in leadership positions, company policies pertaining to equality in opportunities including parental leave, discrimination and flexible working arrangements.

## Objectives of Diversity & Inclusion

### Objectives

This policy has been created with the values of the business in mind:

Passion

Respect

Accountability

Professionalism & Integrity

Agility

Quality

- Respect diverse opinions and ideas.
- Encourage all employees to strive for their career aspirations.
- Continue to identify high potential (talent) employees that may develop their skill and experience in order to have an opportunity to progress into management positions as part of succession planning regardless of age, sex, nationality, religious beliefs, disability or any other individual characteristic.
- 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.
- Continue to maintain and further develop an employee base with a diverse range of cultural backgrounds.
- Continue recruitment of both older and younger workers in order to encourage a growth mindset within the business.
- Respect cultural diversity through acknowledgement of employees' religious traditions or requirements.
- Continue to assess pay equity on an annual basis.
- Ensure the Board receives biannually reporting on diversity.

### Commitment and Development of Culture

Resimac is committed to growing a collaborative culture, diverse workforce and a work environment in which all employees and customers are treated fairly, are respected and have the opportunity to contribute to Resimac's success whilst being given the opportunity to realise their full potential as individuals.

The key framework for growing this culture is:

- Supporting and encouraging an inclusive and diverse workplace
- Treating all employees with respect
- Developing leaders who value diversity and inclusion

- Communicating our policies which support diversity and educating our employees
- Recruiting and managing on the basis of an individual's merit and performance against the pre-determined criteria
- Maintaining a psychologically and physically safe work environment by taking action against inappropriate workplace behaviour including harassment, victimisation and bullying. This action may include dismissal.
- Providing learning and development strategies and opportunities to develop skills and experience to assist with career development

### Building Workplace Diversity

- Equitable employment occurs when the person best qualified for the position is successful without discrimination through processes that are open, transparent, competitive and based on merit.
- Resimac is committed to policies and programs that enable persons with equivalent skills, experience and qualifications to have an equal chance of obtaining a position; being promoted within the company and being rewarded in all aspects appropriately and fairly.
- Resimac is committed to considering employment opportunities for people in under-represented groups in the workplace including but not limited to people with a disability, Aboriginal and Torres Strait Islander people, people whose first language is not English, people who are lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ+) and people of a gender which is traditionally under-represented in job categories.
- When a position becomes available or a future opportunity is recognised, managers and team leaders are required to consider whether the opportunity can be used to assess diversity within the business.

### Recruitment and Selection

Resimac is committed to ensuring our recruitment and selection practices at all levels (from the Board down) are appropriately structured to ensure a diverse range of candidates are considered and appointed according to merit. The company ensures a wide range of selection practices are enforced to guard against conscious and unconscious biases that may result in discrimination against certain candidates by using the following practices:

- Phone screening conducted by Human Resources
- Initial interview - minimum two interviewers present at each candidate interview
- Predictive Index Behavioural testing
- Second round interviews - different interviewers to initial round

## Policies

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

- Code of Conduct – An over-arching policy providing general expectations of employee behaviour.
- 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.
- Parental 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 – ensuring those that are approved to work from home have a safe working environment.
- Employee Assistance Program Policy.

## Roles & Responsibilities

### Board's Responsibilities

- Encouraging workplace and workforce diversity
- Compliance with the ASX Corporate Governance Principles Recommendations 1.5
- 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
- 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
- Escalating to their manager any potential breach of this policy

## Human Resources Responsibilities

Human Resource is responsible for:

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

## Compliance & Sanctions

Each of the policy 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.

## Related Documents

- Code of Conduct
- Bullying and Harassment Policy
- Equity at Work Policy
- Parental Leave Policy
- Workplace Health and Safety Policy
- Workplace Gender Equality Policy
- Working From Home Policy

## Document Control

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

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