



**AssetOwl Limited**

**ACN 122 727 342**

**Diversity Policy**

## **Purpose**

AssetOwl Limited ('**Company**') appreciates the value inherent in a diverse workforce. Diversity may result from a range of factors; origin, age, gender, race, cultural heritage, lifestyle, education, physical ability, appearance, language or other factors. We value the differences between people and the contribution these differences make to our business.

We will actively manage diversity, finding ways of utilising the differences that exist, in order to improve our business. This requires that we actively and flexibly seek to accommodate the unique needs of many different employees.

Above all, we are committed to ensuring that all employees are treated with respect and dignity.

## **Scope**

This policy applies to all employees.

## **Procedure**

It is the responsibility of the Board to create an environment where:

1. There is tolerance of difference. The Company will ensure that all employees are treated fairly and with respect and dignity.
2. The ability to contribute and access opportunities is based on merit. The Company will adopt and actively encourage those practices and procedures that enable employees to contribute to the best of their ability.
3. Inappropriate attitudes or behaviours are confronted. The Company will treat seriously any instance of inappropriate behaviour and confront attitudes based on inappropriate stereotypes.

## **Equal Opportunity In Employment**

Specifically, the Company will provide equal opportunity in respect to employment and employment conditions, including:

1. **Hiring.** All recruitment and selection documentation, procedures and practices will be non-discriminatory. Documentation, including person specifications, job advertisements, application forms, contracts, etc. will include no direct or inferred discrimination. Company procedures, including interviews, reference checking and testing will be undertaken in such a way so as to ensure the absence of discriminatory practice.
2. **Training.** All internal and external training opportunities will be based on merit and in the light of company and individual needs.
3. **Career Advancement.** All decisions associated with career advancement, including promotions, transfers, and other assignments, will meet organisational needs and be determined on merit.

## **The Work Environment & Harassment**

The Company will ensure that all employees have access to an environment that is free from harassment. Harassment is demeaning and contrary to the spirit of this policy. This means that the Company will not permit unwanted conduct based on an employee's personal circumstances or characteristics. In particular the Company will not tolerate:

1. Sexual harassment. Sexual harassment is defined as unwanted conduct of a sexual nature, or other unwanted conduct based on sex affecting the dignity of women and men at work. Under law, sexual harassment is illegal.
2. Racial harassment. Racial harassment is any conduct based on racial differences affecting the dignity of men and women at work. Under law, racial harassment is illegal.

Site Managers and coordinators of staff are required to ensure that the workplace is harassment free, and to ensure that complainants or witnesses are not victimized in any way. Any reports of sexual, racial or other harassment will be treated seriously, confidentially, and sympathetically by the company.

## **Responsibility**

In order for this policy to operate, it is essential that every employee is responsible for the elimination of discriminatory practices, and for the creation of a diverse and tolerant workplace.

In particular, Site Managers have responsibility for the maintenance and promotion of an equal opportunity workplace.

## **Disciplinary Action**

Disciplinary action, which may include dismissal, will be taken against anyone found to be guilty of a breach of this policy.

## **Support**

The Company is committed to supporting employees in the achievement of a diverse workplace. Site Managers are responsible for developing and encouraging a positive environment, where all employees are treated with respect and dignity. Site Managers must take responsibility for reporting breaches of this policy, and should themselves act in accordance with its spirit.

The Company will proactively monitor company performance in meeting these standards and policies by:

The Board establishing, and reviewing on an annual basis, measurable objectives for achieving improvement in the diversity mix of the workforce and particularly gender diversity;

- Recruiting and managing on the basis of an individual's competence and performance;
- Creating a culture that empowers and rewards people to act in accordance with this policy;
- Appreciating and respecting the unique attributes that each individual brings to the workplace;
- Fostering an inclusive and supportive culture to enable people to develop to their full potential;
- Ensuring we have clear reporting processes in place;
- Promoting diversity through our actions and interactions;
- Taking action to prevent and stop discrimination, bullying and harassment; and
- Actively monitoring recruitment, promotions and turnover and communicating statistics.