

Hancock & Gore Limited

Diversity Policy

Purpose

Hancock & Gore Limited ('HNG') and its associated companies aims to fulfil its obligations under the Workplace Gender Equality Act 2012 (Cth) ('the Act'), by developing and implementing a workplace program which will attempt to eliminate discrimination and contribute to gender equality and diversity in employment and in the workplace.

In addition, HNG aims to provide an environment where employees and others in the workplace are treated fairly and with respect, and are free from unlawful discrimination, harassment and vilification. HNG recognises that diversity includes gender as well as matters of age, disability, ethnicity, marital or family status, religious or cultural background, sexual orientation and gender identity.

HNG aims to ensure that when employment decisions are made, they are based on merit, not on attributes or characteristics that an individual may possess. HNG also tries to create a work environment which promotes good working relationships.

Commencement

This Policy has immediate effect. It replaces all other Diversity policies of HNG (whether written or not).

Application

This Policy applies to employees, agents and contractors (including temporary contractors) of HNG and its associated companies, collectively referred to in this Policy as 'workplace participants'.

This Policy does not form part of any employee's contract of employment, nor does it form part of any other workplace participant's contract for services, and may be varied from time to time.

Gender Equality in the Workplace

HNG aims to provide and improve gender equality in the workplace. To enable a workplace which promotes equality, HNG will aim to remove any barriers that prevent women and other workplace participants in our workplace from achieving equality.

This action does not mean that a quota system will be put in place or that some groups will be discriminated positively or against. What it does mean is that HNG will aim to base employment and contractual decisions, such as recruitment and promotion, on the principle of merit. In addition, HNG incorporates the achievement of workforce diversity objectives into usual performance measurement of its executives.

HNG aims to eliminate discrimination on the basis of diversity in relation to employment matters and HNG encourages a workplace where HNG and its employees are able to consult on issues concerning diversity in employment and in the workplace.

These actions are about attempting to achieve the potential of all workplace participants. It has direct benefits throughout the organisation. These benefits include increased productivity, increased morale, reduced absenteeism, and higher retention rates of employees. For these reasons, actions in this area have been incorporated into HNG's strategic plan.

HNG offers a work environment which provides appropriate opportunities for all employees to progress their careers. Such factors may include:

- flexible working arrangements, including providing for staff to work from home;
- parental leave in line with National Standards, and facilitation of any governmental parental payment schemes; and
- other leave to support personal circumstances, including Carers leave and Domestic Violence leave.

Reports with the Workplace Gender Equality Agency

HNG's commitment to support gender equality in the workplace will be monitored by providing a report containing information relating to HNG gender equality indicators.

The gender equality indicators that HNG may report on are:

- gender composition of the workforce;
- gender composition of governing bodies of relevant employers;
- analysis of remuneration equity between women and men;
- availability and utility of employment terms, conditions and practices relating to flexible working arrangements for employees and to working arrangements supporting employees with family or caring responsibilities;
- consultation with employees on issues concerning gender equality in the workplace; and
- any other matters specified in an instrument made by the Minister.

The HNG Board of Directors will regularly review gender equality in the workplace. Where appropriate, or required by law, this may include setting measurable objectives for achieving gender diversity, and reporting on progress toward achieving them.

Further information about Gender Equality in the Workplace

For further information about HNG's actions towards gender equality and diversity in the workplace, contact the Company Secretary at HNG.

Associated Workplace Policies

Bullying and Harassment Policy

Anti-Discrimination and Equal Employment Opportunity Policy

Variations

HNG reserves the right to vary, replace or terminate this policy from time to time.