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## DIVERSITY POLICY

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Adopted by the Board of Directors 9 August 2018

## 1 DIVERSITY POLICY

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**Empired Limited** is an Equal Opportunity Employer and is committed to ensuring that all employees and job applicants are treated equally, free from discrimination at every stage of the employment lifecycle including:

- Applicant review and selection,
- Recruitment and on-boarding,
- Training and development,
- Reward and recognition,
- Promotion and transfer,
- Performance management and disciplinary action, and
- Redundancy and cessation.

Empired has the highest level of commitment to diversity from Board to individual advocates in the business. Both have a unique and valuable role to play in supporting Empired's commitment to diversity.

The Board sets diversity objectives, regularly reviewing and discussing diversity outcomes through a number of mediums. Empired runs diversity programs and initiatives to support Empired's diversity strategy and objectives and employees are encouraged to actively foster an inclusive and sustainable workplace culture.

## 2 DISCRIMINATION

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**Empired Limited** is committed to providing a working environment that is free from discrimination and undertakes to ensure that employees and job applicants are not unfairly treated in comparison to others due to reasons of their:

- Gender
- Marital status
- Pregnancy
- Race / ethnicity / nationality
- Cultural background
- Political or religious convictions
- Impairment / disability
- Age
- Family responsibility
- Family status
- Sexual orientation.

### 3 EMPIRED'S APPROACH TO DIVERSITY

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Empired recognises the value in developing a diverse and skilled workforce and is committed to creating and maintaining an inclusive and collaborative workplace culture that will provide sustainability for the organisation into the future. We are committed to supporting and promoting the diverse backgrounds, experiences and perspectives of our people to provide excellent customer service to an equally diverse community.

Empired's commitment to recognising the importance of diversity extends to all parts of our business including recruitment, talent development, skills enhancement, appointment to roles, Board appointments, employee retention, mentoring programs, flexible work arrangements, forms of leave available to employees, succession planning, Empired's policies and procedures and training and development.

Our approach is underpinned by a comprehensive Diversity Strategy endorsed by our leadership team and a range of supporting policies. These policies are:

- **Workplace Conduct** – Empired is committed to eliminating all forms of unlawful discrimination, unlawful harassment, bullying and victimisation of persons in the workplace. This is an important part of not only Empired's legislative requirement under Federal, State and Territory law, but also supports our commitment to promote a workplace where all staff can work without concern of unacceptable workplace behaviour impacting them.
- **Appointment to Role** – To achieve our business objectives through our commitment to a merit-based appointment process, it is essential that capable and diverse employees are attracted, retained and assigned to roles that maximise their contribution and potential. A fair and effective process for appointment to roles is crucial to ensure we can access the broadest pool of diverse candidates, in accordance with our commitment to merit-based appointment.
- **Statement of Professional Practice** – Our profession is founded on very high standards of personal integrity and conduct, which requires absolute honesty. These guidelines reflect Empired's core values and our ethics policy.
- **Occupational Health and Safety Policy and Procedures** – The health and safety of our people, contractors and clients is essential to our future success. We are committed to providing a healthy and safe place of work.
- **Flexible Working Arrangements** – We are committed to recruiting and retaining the best talent to help us achieve our vision. This means we need to be adaptable in the way we work to meet the needs of our people and our customers. Flexible work arrangements can provide a way of recognising and accommodating individual circumstances whilst balancing Empired's business requirements.
- **Leave Policy** – Empired understands that our people have changing needs during different life and career stages. A range of leave options are available to employees to help them manage those changes. These may include parental leave, leave without pay, study assistance, personal/carer's leave, volunteer support and military service leave as well as ceremonial/cultural leave
- **Culturally Inclusive** - Empired's focus on initiatives for Australia's indigenous people and New Zealand's Maori people are through; investing in talent and supporting the indigenous employee life-cycle, a career coaching program, promoting the exchanges of ideas, initiatives and processes with our commercial and community networks; and cultural awareness training for all employees to foster a culturally inclusive work environment.

- **Acknowledgement of Country** – Managers in Australia are encouraged to read out an Acknowledgement of Country by using either of the following statements:
  - *General:* I'd like to begin by acknowledging the Traditional Owners of the land on which we meet today. I would also like to pay my respects to Elders past, present and emerging, or
  - *Specific:* I'd like to begin by acknowledging the Traditional Owners of the land on which we meet today, the (people- State Specific) of the (nation- State Specific) and pay my respects to Elders past, present and emerging.

## 4 MEASUREMENT & REPORTS

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Each year the Board and Empired's leadership team establish measurable objectives for achieving gender diversity, and any other aspects of diversity nominated by the Board leadership team.

The current diversity objectives relate to:

- Diversity in leadership
- Adaptable work practices
- Diversity support
- Respect and inclusion

The Board will assess the diversity objectives annually, as well as the progress in achieving the objectives. Empired will disclose in each annual report the measurable objectives for achieving gender diversity and any other aspects of diversity, set by the Board in accordance with this policy and progress towards achieving them