

DIVERSITY AND INCLUSION POLICY



Policy Level: Level 2

Policy Owner: Executive General Manager, Human Resources

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STATEMENT OF POLICY

PURPOSE

The Diversity and Inclusion Policy establishes the guidelines for providing a work environment that is diverse and inclusive, where all employees are able to work fairly, positively and productively.

APPLICATION

This policy applies to all employees of EQT Holdings Limited and its controlled entities, including when acting at Equity Trustees request in operational roles or as directors for other entities.

REVIEW

This policy will be reviewed every three (3) years.

It is the Policy Owner's responsibility to ensure that, should there be any significant change in the internal or external environment within this time, a review is conducted immediately.

POLICY BREACHES

Breaches of this Policy must be escalated to Human Resources who will maintain a register of such breaches and will escalate as appropriate. Breaches of the Policy will be taken seriously, and all potential breaches will be investigated. Failure to comply with the Policy, either deliberately or through negligence, could result in disciplinary action or other legal consequences for the individuals concerned, including dismissal or termination of contract.

REPORTING

Executive Leadership Team and MARCC as required.

GLOSSARY

Please refer to the Glossary for definitions of specific terms used throughout the Policy.

POLICY PRINCIPLES

INTRODUCTION

The benefits of diversity and inclusion in the workplace are numerous, including a wider talent pool when hiring, new perspectives and more innovation, better employee performance, increased profits and a stronger reputation.

Diversity and inclusion are sponsored at the highest levels at Equity Trustees. In order to achieve our vision of being Australia's leading trustee company, we strive to create an inclusive culture in which difference is recognised and valued. By bringing together people from diverse backgrounds and giving each person the opportunity to contribute their skills, experience and perspectives, we believe that we can produce the best solutions to challenges and deliver sustainable value.

DIVERSITY & INCLUSION

At Equity Trustees, we define 'diversity' as human qualities that are different from our own or those of groups to which we belong.



We can strive for a diverse organisation, however it is crucial that we focus on creating an inclusive organisation, where all of our people feel valued, their differences are respected, and their voices are heard.

OUR APPROACH

Senior leaders across Equity Trustees are encouraged to build diversity into their teams and to demonstrate, through their behaviours and actions, commitment to fostering a workplace where people feel included, valued and able to contribute their best. In accordance with our values of Trusted, Accountable and Empowering, all of our employees are expected to show respect for their colleagues, our clients, shareholders and the community, as well as work together to achieve our goals.

Equity Trustees has zero tolerance for behaviour that does not help create and maintain a diverse and inclusive workplace, including discrimination, harassment, bullying, vilification and victimisation.

RECRUITMENT AND SELECTION

As an equal opportunity employer, we employ on the basis of position requirements, and in keeping with legislation and good business practice, select people for positions based on their qualifications, skills and experience through robust recruitment and selection practices. This applies at all levels in the Company, from the Board downwards, and ensures that a diverse range of candidates are considered, and that conscious and unconscious biases do not affect decision-making. We do not discriminate unfairly on grounds of age, gender, race, national or ethnic origin, language, religion, political beliefs, sexual orientation or physical ability.

Equity Trustees is committed to increasing the percentage of Aboriginal and Torres Strait Islander employment, as outlined in our Innovate Reconciliation Action Plan.

OTHER PEOPLE PRACTICES

In addition to recruitment and selection, our other people programs, including reward and development practices, combined with our flexible approach to working arrangements, are designed to attract and retain diverse talent and to accommodate individual needs (including domestic and carers responsibilities) at different career and life stages. When employees are on extended leave, such as parental leave, we're committed to keeping them engaged through our "Keep in Touch" program, where they receive regular communication from the business and are able to attend work functions and/or relevant training.

As part of our talent management and succession planning process, we're also focused on preparing a diverse talent pool for senior management and Board positions.

GENDER EQUALITY

Workplace gender equality is achieved when people can access and enjoy the same rewards, resources and opportunities; regardless of gender.

Equity Trustees is committed to achieving gender equality. As a relevant employer under the *Workplace Gender Equality Act 2012*, each year we report to the Workplace Gender Equality Agency (WGEA) on what we are doing to promote and achieve gender equality in the workplace.

In line with best practice, Equity Trustees has set a gender diversity target of 40/40/20 at all levels within the organisation.

The Company discloses its performance on gender diversity in the annual WGEA report (which can be found on the People Page on Equity Central) and our Diversity Statement (located on our website).



ACCOUNTABILITIES

EMPLOYEES

- Act in accordance with Equity Trustees' values
- Treat fellow workers and everyone they deal with fairly and with dignity and respect
- Ensure that their actions do not exclude others from opportunities

MANAGERS

- Set a good example of professional behaviour and establish high standards of behaviour in the workplace
- Ensure that all employees are aware of and understand Equity Trustees' policy on diversity and inclusion
- Ensure that recruitment and progression are based on merit, and that appointments and promotions follow due process
- Target a diverse candidate pool when recruiting
- Conduct performance assessments in such a way that eliminates bias
- Consider and support the flexibility needs of their people wherever possible

HUMAN RESOURCES

- Ensure information, training, policies and procedures are in place and available to all employees
- Provide guidance and support to managers and staff on the implementation of this Policy
- Remain up-to-date on relevant legislation and amendments pertaining to diversity and inclusion including but not limited to *Fair Work Act (2009)* and *Equal Opportunity Act (2010)*
- Participate in the annual Workplace Gender Equality Agency Survey

FURTHER INFORMATION

- Fair Work Australia: <https://www.fairwork.gov.au>
- Australian Human Rights Commission: <https://www.humanrights.gov.au>
- Workplace Gender Equality Agency (WGEA): <https://www.wgea.gov.au>



GLOSSARY

Diversity (Equity Trustees' definition) Human qualities that are different from our own or those of groups to which we belong

Inclusion (Equity Trustees' definition) Where all of our people feel valued, their differences respected, and their voices heard

POLICY ADMINISTRATION

Document Title	Diversity and Inclusion Policy
Policy Level	Level 2 (Refer to EQT Group Policy Framework)
Version No.	V.3/2020
Policy Owner	Executive General Manager, Human Resources
Policy Administrator	Human Resources
Related Policies (These must be read in conjunction with policy)	EQT Group Unacceptable Behaviour (Bullying, Harassment and Discrimination) Policy EQT Group Workplace Flexibility Policy EQT Group Recruitment Policy EQT Group Leave Policy EQT Group Code of Conduct & Ethics
Supporting procedures or guidelines (These must be read in conjunction with policy)	
Approval Date	28 July 2020
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Next scheduled review	1 July 2023
Laws and Regulations	Fairwork Act 2009 Human Rights Commission Workplace Gender Equality Act 2012
Review and Approval Body	Remuneration, HR and Nominations Committee



DOCUMENT VERSION CONTROL HISTORY

VERSION NO.	UPDATED/PREPARED BY	DATE	APPROVED BY
V.2/2019	Human Resources	July 2019	Remuneration, HR and Nominations Committee
v.3/2020	Human Resources	July 2020	Remuneration, HR and Nominations Committee