

APPENDIX F: DIVERSITY & INCLUSION POLICY

1. Purpose

EBOS Group Ltd (EBOS) is committed to developing and creating a more inclusive workplace that embraces and celebrates Diversity and Inclusion.

Our purpose at EBOS is to advance opportunities to enrich lives, in line with this our vision for Diversity and Inclusion is to create an environment that promotes diversity and an environment that is safe, inclusive and leverages the potential of our people irrespective of differences.

We recognise that a diverse and inclusive workplace improves our ability to attract, retain, motivate and develop talent, create an engaged workforce, deliver quality services to our customers and to support the growth of EBOS.

This Diversity and Inclusion Policy sets out the guiding principles and areas of focus that underpin our approach to developing a diverse workplace.

The Board of Directors has approved this policy.

2. Scope

This Policy applies to:

- a) Employees;
- b) Directors; and
- c) Contractors or those engaged on a labour hire arrangement,

of EBOS and its related entities in Australia and New Zealand, referred to throughout this Policy as **Workplace Participants**.

3. Definitions

In this Policy, diversity is referred to broadly and includes, but is not limited to, gender, marital or family status, sexual orientation, race, ethnicity, sexual orientation, gender identity, socio-economic status, age, physical abilities, work and life experience, religious beliefs and political beliefs.

4. Principles

In setting diversity initiatives, EBOS will follow the principles set out below:

- a) **Recruitment and Selection** – we will foster a culture where qualified applicants are recruited, developed and promoted while offering equal opportunity for all and considering alignment to our organisational values. We are committed to ensuring that recruitment and selection practices are transparent and equitable. This involves ensuring that qualified applicants from a diverse range of backgrounds have the opportunity to apply and be considered for available roles, and that there is no unlawful discrimination.
- b) **Prevention of discrimination and harassment** - we are committed to preventing discrimination and harassment. To have a well-functioning diverse workplace,

discrimination, harassment, vilification and victimisation cannot and will not be tolerated.

- c) **Learning and Development Opportunities** – we encourage and support the growth and development of all our people to help them reach their full potential. We aim to attract and retain an appropriate mix of diversity, skills and experience at all levels including senior management roles and on the Executive Leadership Team, to actively facilitate a more diverse and representative workforce and leadership team.
- d) **Performance and Reward** – EBOS adopts an objective market-competitive system to determine the remuneration levels of roles in the Company based on the job requirements, skills, and knowledge required of a fully competent job incumbent without bias. We undertake a review of remuneration in respect of gender annually.
- e) **Flexible Working** – we are committed to supporting our people to balance their work and caring responsibilities. We provide a workplace that supports team members to access and utilise paid parental leave, part-time, and other flexible working arrangements. The use of flexible working arrangements, are balanced with the needs of the business and can achieve a “win – win” situation for both Workplace Participants and EBOS.

5. Our Areas of Focus

The following highlights key areas of focus for EBOS:

- a) **Our Reconciliation Action Plan** – EBOS is committed to working towards creating a society that is fair, equal and just for all Australians, where relationships are strengthened between First Nations and non-Indigenous peoples, for the benefit of all Australians. We have formalised this commitment through our Reconciliation Action Plan.
- b) **Prevention of discrimination and harassment** - All employees complete our Integrity Training which includes a module on Discrimination and Harassment obligations with refresher modules every 12 – 24 months. Our people managers also receive diversity & inclusion and unconscious bias modules to support building awareness and to promote fair and improved decision making.
- c) **Gender** – EBOS is committed to ensuring that gender is not a barrier to career opportunities and empowering our people to access and enjoy the same opportunities to build great careers at EBOS, regardless of gender or gender identity. We ensure representation of gender throughout all recruitment processes. We believe that through diverse leadership and talent pipelines, we can deliver better outcomes.
- d) **Flexible Working** – supporting and empowering our people to balance their work and life commitments through a flexible working culture.

The Board may determine that these areas of focus be amended to reflect the measurable objectives set and assessed by it (see ‘Responsibilities – Board of Directors’ below).

6. Responsibilities

a) Board of Directors

The Board of Directors is responsible for:

- i. setting measurable objectives for achieving diversity. The objectives may relate to certain types of diversity (e.g. gender diversity) certain groups of Workplace Participants or parts of the business; and
- ii. annually assessing both the objectives and EBOS' progress in achieving them.

In setting the objectives the Board will consider recommendations from Management.

b) Management

Management is responsible for:

- i. monitoring and reporting on diversity statistics, strategy and initiatives as required by the Board or a committee of it;
- ii. establishing and monitoring recruitment, selection, remuneration and promotion processes to ensure that the processes reflect the diversity and inclusion principles set out in this policy;
- iii. fostering workplace consultation with Workplace Participants on issues concerning diversity in the workplace; and
- iv. promoting this policy and diversity initiatives to Workplace Participants and other stakeholders.

c) Workplace Participants

- i. All Workplace Participants must comply with this policy and aspects of diversity initiatives relevant to their role.

7. Gender Representation Review

On an annual basis, the Board will review the respective proportions of men and women who are employed by EBOS as a whole, in senior management positions and on the Board.

EBOS will disclose in its Annual Report the gender composition of its workforce as a whole, in senior management and on the Board.

Supporting Policies

- Code of Ethics
- Employee Assistance Program
- Family and Domestic Violence Leave
- Workplace Discrimination & Harassment Policy
- Flexible Working Policy
- Remuneration Policy