

Diversity & Inclusion Policy

Scope

HLG Australia is fully committed to creating a workplace in which diversity in all its forms is recognised, embraced and respected. We believe a diverse and inclusive work environment drives improved commercial performance and contributes to investor value. Diversity and inclusion help us to:

- Attract, retain and develop employees from a wide range of backgrounds. This, in turn, broadens our perspective, thinking and decision making as well as our creativity and innovative capability as an organisation;
- Connect with, reflect and understand the communities and markets in which we operate, allowing us to better serve and meet the needs of our clients, investors, and employees;
- Improve employee engagement and productivity by harnessing each individual's unique capabilities and contribution; and
- Achieve a competitive advantage by improving our reputation and optimizing business performance.

This policy sets out HLG Australia 's commitment to encouraging diversity and inclusion in the workplace. It applies to all HLG Australia employees, whether on a permanent, contract, casual or temporary basis.

Our Commitment

We will embrace, encourage and value the contribution of all employees irrespective of the difference in terms of age, gender, religion, nationality, ethnicity, sexual orientation, physical appearance, disability, family responsibilities, personal values/beliefs, lifestyle or educational background. We will seek to identify and eliminate practices or procedures which may unconsciously impede the achievement of diversity goals.

Objective

Through continued focus on equality of access to employment, development, and promotion opportunities using merit-based recruitment, selection, and development practices we aim to:

- Improve the representation of women across all levels of our organization;
- Engage a culturally diverse workforce improving representation across age, cultural, religious, ethnic, socio-economic and educational backgrounds;

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- Support and encourage ongoing career development opportunities for all employees; and
- Ensure fairness and parity across our organization

Managing Diversity

Recruitment & Selection

HLG Australia is committed to following a high-quality recruitment and selection process for vacancies that ensures:

- All candidates are treated with dignity, respect, and confidentiality;
- Suitably qualified male and female candidates are included on shortlists for each role;
- Candidates are selected on the basis of their individual merit without patronage or favoritism;
- The selection decision is free of bias and meets all legal and legislative requirements in terms of Equal Employment Opportunity and Anti-Discrimination; and
- HLG Australia consistently selects the best possible candidate for the role.

Workplace Conduct

HLG Australia has an Equal Employment Opportunity policy which promotes zero-tolerance towards all forms of discrimination, harassment, and bullying.

Promotion & Transfer

We are firmly committed to creating opportunities for employees to grow and develop their careers within the Group. All employees are given access to internal promotion and transfer opportunities as most vacancies are advertised by email and placed on the website. The intention will always be to fill a position based on merit, whether the candidate is currently employed with the Group or potential external hire. Promotion and transfer decisions are free of bias and meet all legal and legislative requirements in terms of Equal Employment Opportunity and Anti-Discrimination.

Learning & Development

HLG Australia offers a range of learning and development options to our people to assist them in developing and maintaining the required capabilities for both current and future organizational success. Employees have access to a wide range of skill development and learning programs relevant to their current role and future career aspirations, regardless of their gender, seniority or role within the organization.

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Balancing Work and other Commitments

We recognize the significant competing demands that are placed on employees outside of work and promote a flexible approach to work. HLG Australia's [Flexible Working Arrangements Policy](#) provides for employees to access flexible work through discussion and mutual agreement with their manager. In particular, in line with the National Employment Standards, employees with caring responsibilities or those enduring circumstances of family and domestic violence are given priority access to these flexible arrangements.

Parental Leave

HLG Australia recognizes the importance of parental leave and is committed to supporting employees during this time, and securing their return to the workforce. As such, the Group provides financial and non-financial assistance to new parents including paid parental leave of 12 weeks for the primary caregiver of the child, regardless of gender.

Remuneration & Benefits

All permanent male and female employees have equal access rights to the employment benefits as offered by HLG Australia. Variance in terms of actual entitlements occurs only when taking into account the pro-rata effect related to part-time versus full-time employment. HLG Australia undertakes an annual remuneration review and is committed to monitoring remuneration by gender to ensure fair outcomes for all employees.

Governance Framework

On a macro level, HLG Australia acknowledges that females are underrepresented in senior leadership roles and as members of boards across Australia. HLG Australia, in consultation with the Board, establishes and assesses progress against measurable objectives that are designed to improve gender diversity in leadership roles within the Group.

HLG Australia's Diversity & Inclusion policy guides strategies and sponsors initiatives to create an inclusive culture aligned with this policy. The Board plays an oversight and management role on diversity and inclusion matters, as well as assisting in the implementation of related initiatives in support of a dedicated HR team.

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Roles and Responsibilities

In consultation with our Directors, and management team will assume responsibility for the creation, management, and review of HLG Australia 's diversity strategies.

Managers are responsible for:

- Demonstrating alignment with the Diversity & Inclusion Policy and any other related objectives;
- Supporting and encouraging employees to balance their career and home life by promoting, facilitating, and trialing Flexible Work Arrangements where requested;
- Fostering employee career development in line with HLG Australia 's diversity objectives, and ensuring all decisions regarding selection and promotion based on merit;
- Creating a working environment where individuals demonstrate respect for one another and that is free from unlawful discrimination, harassment, and bullying; and
- Supporting employees to quickly and respectfully resolve concerns in line with the Group's Grievance Handling Policy.

Employees are responsible for:

- Demonstrating consideration for the cultural and social differences of their workmates;
- Treating all employees fairly and with respect;
- Raising any diversity concerns quickly and in line with the Grievance Handling Policy;
- Engaging quickly and constructively in the event that concern regarding this policy has been raised in relation to their behaviour; and
- Participating in any initiatives that support HLG Australia 's diversity objectives.

Policy Information

Responsibility: Managing Director

Date Created: 14 August 2010

Date Last Reviewed: 18 September 2019