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# Diversity Policy

**TZ LIMITED**

**ACN 073 979 272**

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## 1. Introduction

This Diversity Policy (**Policy**) sets out the policy of TZ Limited ACN 073 979 272 (**Company**) and its subsidiaries (collectively referred to as the **Group**) in relation to its commitment to creating an inclusive culture in which difference is recognised and valued.

The Group recognises that diversity in business helps create sustainable shareholder value, provides a more dynamic and enjoyable work environment, and will often create new opportunities for the Group.

Diversity includes but is not limited to gender, age, race, ethnicity, disability, marital status, family responsibilities, religion, cultural background, sexual orientation and gender identity.

### 1.1 Purpose of this Policy

The Group recognises that people in an organisation often come from a range of different backgrounds with different life experiences. The Group believes that embracing diversity in its workforce contributes to the achievement of its corporate objectives and enhances its reputation.

The purpose of this Policy is to enable the board of the Company (**Board**) to:

- (a) set measurable objectives for achieving diversity; and
- (b) annually review and assess those measurable objectives and the Group's progress in achieving them.

### 1.2 Application

This Policy applies to all of the Group's people, who include but may not be limited to:

- (a) the Board; and
- (b) all Group officers, employees and all people who work for the Group, including contractors and consultants.

This Policy is to be read in conjunction with:

- (c) the Company's Code of Conduct;
- (d) the Company's Statement of Values; and
- (e) any other existing employment related policies and documentation of the Group.

This Policy does not form part of an employee's contract of employment with the Group, nor does it give rise to contractual obligations. However, to the extent that this Policy requires an employee to do or refrain from doing something, and at all times subject to legal obligations, this Policy forms a direction of the Group with which an employee is expected to comply.

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## 2. Commitment to diversity

This Group is committed to:

- (a) ensuring that the Group's corporate culture and values at all levels support diversity and inclusion in the workplace whilst maintaining a commitment to a high-performance culture;

- (b) ensuring that recruitment and selection practices at all levels are appropriately structured so that a diverse range of candidates are considered and guard against any conscious or unconscious biases that might discriminate against certain candidates;
  - (c) designing and implementing programmes and processes that will assist in the development of a broad and diverse pool of skilled and experienced employees and that, over time, will prepare them for senior management and board positions;
  - (d) having a zero tolerance for discrimination, harassment, vilification and victimisation so as to promote an inclusive workforce;
  - (e) supporting an individual's domestic responsibilities (including the adoption of flexible work practices that will assist them to meet those responsibilities);
  - (f) providing opportunities for employees on extended parental leave to maintain their connection with the workplace;
  - (g) ensuring the policy for selection and appointment of new directors is transparent and considers all facets of diversity to avoid "groupthink" or other cognitive biases in decision making;
  - (h) ensuring development and succession plans for directors and senior management include gender diversity as a consideration;
  - (i) monitoring and measuring the achievement of all diversity objectives set by the Board; and
  - (j) considering whether key performance indicators for senior management might be an appropriate way of furthering gender diversity,
- (collectively, the **Diversity Objectives**).

This Policy does not impose on the Group, its directors, officers, agents or employees any obligation to engage in, or justification for engaging in, any conduct which is illegal or contrary to any anti-discrimination or equal employment opportunity legislation or laws in any place the Group does business.

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### 3. Benefits of diversity

The Group recognises that organisations' performance is linked to workplace diversity. Through fostering an inclusive environment that recognises a variety of quality employees, the Group aims to improve employee retention, to embrace different perspectives and to enhance the Group's reputation.

Embracing diversity in the workforce enables the Group to:

- (a) improve financial performance;
- (b) attract and recruit the right people from a diverse pool of talented candidates;
- (c) create a culture that embraces diversity and that rewards people who act in accordance with this Policy;
- (d) develop and retain an appropriate skills base in the Group;

- (e) make more informed and innovative decisions, drawing on the wide range of ideas, experiences, approaches and perspectives that employees from diverse backgrounds, and with differing skill sets, bring to their roles in the Group; and
- (f) better reflect the diversity of all stakeholders.

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#### 4. Responsibilities

- (a) The Board has formally adopted this Policy, reflecting a commitment by the Board for the Group to achieve its Diversity Objectives.
- (b) The Board has responsibility for this Policy, including its regular review and the monitoring of its effectiveness.
- (c) The Board has responsibility to:
  - (i) annually set measurable objectives (when the Board considers appropriate) for achieving gender diversity in the composition of the Board, senior management and workforce generally (**Objectives**) and, where appropriate, other aspects of diversity including women in leadership, age diversity and cultural diversity;
  - (ii) assess annually the Group's progress in achieving the Objectives; and
  - (iii) disclose:
    - (A) the Diversity Policy on the Group's website;
    - (B) the Objectives set for the relevant reporting period and the Group's progress in achieving the Objectives in the Group's annual report; and
    - (C) the respective proportions of men and women on the Board, in senior executive positions and across the whole workforce (including how the Group has defined "senior executive" for these purposes) or the Group's Gender Equality Indicators, as defined in the *Workplace Gender Equality Act 2012* (Cth).
- (d) If the Group undertakes a gender pay equity audit (which must be approved by the Board), the Board will consider the results of any such audit and any disclosure related issues.
- (e) The Board will be responsible for approving any key performance indicators for senior management in relation to any of the Group's objectives.

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#### 5. Overriding Caveat

Nothing in this Policy is to be taken, interpreted or construed so as to endorse:

- (a) the principal criteria for selection and promotion of people to work with the Group being other than their overall relative prospect of adding value to the Group and enhancing the probability of the Group achieving its objectives;
- (b) any discriminatory behaviour by or of the Group contrary to the law, or any applicable codes of conduct or behaviour for the Group and its personnel; or

- (c) any existing employee of the Group in any way feeling threatened or prejudiced by this Policy in their career development or otherwise, merely because their diversity attributes at any time may have more, rather than less, in common with others.

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## **6. Review and amendments to this Policy**

- (a) The Board will review this Policy as often as it considers necessary to assess it is operating effectively and consider whether changes are required.
- (b) The Board may amend this Policy from time to time by resolution.
- (c) Updates and amendments to this Policy will be the responsibility of the Company Secretary.
- (d) All new management or other relevant staff will be provided with a copy of this Policy as part of their induction into the Group.
- (e) Any updates or amendments as approved by the Board will be notified to appropriate officers and staff by the Company Secretary and corresponding updates and amendments will be made to this Policy and be disclosed on the Group's website.
- (f) The Company Secretary is authorised to make administrative and non-material amendments to this Policy provided that any such amendments are notified to the Board or its delegated committee at or before its next meeting.