

# Diversity Policy



## 1. Introduction

- 1.1 Pacific Edge is committed to a culture that promotes and values diversity and inclusiveness. This Diversity policy sets out Pacific Edge's diversity philosophy, its practical application and Pacific Edge's process for a biennial review.

## 2. Purpose

- 2.1 Specifically, this Policy seeks to achieve the following objectives:
- i) To support diversity across all levels of our organisation.
  - ii) To create a flexible and inclusive work environment that values diversity and treats all employees fairly and with respect.
  - iii) To harness diversity of thought and capitalize on individual differences to enhance business outcomes.
  - iv) To recognise and adopt operating behaviours that reflect our belief in the value of inclusion and diversity.

## 3. Definitions

- 3.1 **Diversity:** Refers to all the characteristics that make individuals different from each other. They may include but are not limited to physical attributes or characteristics such as your religious or ethical beliefs, colour, race, ethnicity, country of origin, gender, sexual orientation, disability, age, family status, relationship/marital status, political opinion and employment status. Pacific Edge's diversity commitment is about respecting these differences and treating all individuals consistently.
- 3.2 **Inclusion:** Refers to encouraging practices and behaviours in Pacific Edge's workplace to ensure that individuals feel included within workplace activities. It involves both the action of including people in opportunities and the outcomes of individuals feeling a sense of belonging.

## 4. Our Principles

- 4.1 Inclusion and Diversity are an integral part of Pacific Edge's culture. We believe that having teams of individuals with different backgrounds, views and experience provides a more productive workplace, a more enriching experience and better outcomes for the company and staff alike.

- 4.2 We appreciate and celebrate differences in people and their thinking. Pacific Edge recognises that building a diverse and inclusive culture will result in enhanced relationships between and within internal stakeholders, better customer service and outcomes.
- 4.3 We are committed to retaining and recruiting people who are passionate about our business and have a broad range of skills, experience and frames of reference to drive innovation, deliver improved financial performance and to help us to achieve our goals. We recruit individuals based on capability, acceptance and best fit for the business. We actively seek out those with a variety of thinking styles, backgrounds and abilities. Where two candidates applying for a role, possess equivalent capability, competence and fit, then diversity will become the final criteria for appointment.
- 4.4 Our approach to inclusion and diversity focuses on gender, age, ethnicity, sexual orientation, inclusion and flexibility.
- 4.5 We regard any form of discrimination as unfair and unacceptable to Pacific Edge.

## **5. Responsibilities of Pacific Edge**

- 5.1 Pacific Edge has a duty of care to take all reasonable steps to minimise the risk of discrimination or harassment from occurring in the workplace. This involves educating employees about discrimination and harassment, having clear policies in place, implementing the Company's grievance procedures and ensuring compliance by all of the Company.
- 5.2 Pacific Edge may be held to account for any actions of employees and contractors that may constitute discrimination or harassment unless all reasonable steps have been taken by the Company to prevent this from happening. This obligation on the Company does not exclude or minimise an individual person from being held liable for their own behaviour.

## **6. Responsibilities of Employees**

- 6.1 Employees are legally obliged to ensure that they do not engage in discriminatory or harassing behaviours towards fellow Employees, managers, clients, or any other person with whom they come into contact through work. Everyone has a responsibility to prevent discrimination and harassment, and report any incidences of discrimination, harassment, victimisation or vilification in the workplace.
- 6.2 All Employees and contractors are required to comply with this policy at all times. Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.
- 6.3 Employees should be aware that they will be held responsible for their actions and staff who aid, abet or encourage other persons to engage in any actions or behaviours mentioned in this policy can also be held liable.

6.4 Contractors who are found to have breached this policy may have their contracts with Pacific Edge terminated.

## 7. Practical application

7.1 Pacific Edge is committed to bringing diversity to life in our employment practices and across all aspects of our business. This includes:

### i) Equal employment practices

- Ensuring our recruitment and selection, development and talent management approaches enable inclusion and diversity at all levels
- Considering the value of diversity when considering candidates for roles
- Ensuring selection processes are free from bias and based on merit and the value the candidate can bring to Pacific Edge.

### ii) People appointments to roles and personal development

- Providing equitable opportunities for the retention, development and advancement of existing employees to enhance the capability of the Company
- Succession planning to provide employees with career development opportunities.

### iii) Board appointments

- Considering diversity when making appointments to the clinical, scientific and governance Boards.
- Committing to incorporate the tenets of diversity in Pacific Edge's Board Charter. In particular, the Board believes it should at all times comprise members whose skills, experience, knowledge and attributes together reflect diversity, balance, cohesion and match the demands facing the Company.

### iv) Inclusive workplace for all

- Creating a flexible and inclusive work environment that values difference and enhances business outcomes
- Providing flexible working arrangements where suitable

## 8. Affirmative Action

8.1 Pacific Edge will take affirmative action to redress any identified imbalance or inequalities in the composition of its workforce, or any part of its workforce as outlined in paragraph 4.3.

8.2 Affirmative action steps may be taken, where appropriate and reasonably practicable, in recruitment and selection decisions, and in choosing individuals for promotion or development opportunities.

8.3 Pacific Edge will provide reasonable accommodations for individuals with disabilities who are otherwise qualified for employment.

8.4 Affirmative action involves any measures intended to remove barriers to the advancement of under-represented groups and encourage greater equality of opportunity in employment. As part of its affirmative action programme, Pacific Edge will monitor and assess progress towards achieving the goal of equal and equitable employment opportunities.

**9. Breaches of this policy**

9.1 If you feel this policy has been breached, you should report your concerns to your Manager or to Human Connections Group.

9.2 Breaches of this policy will be taken seriously and will be dealt with in accordance with the employee's employment agreement and relevant policies which may result in disciplinary action up to and including termination of employment.

**10. Monitoring**

10.1 Management will review performance against the principles and objectives set out in this Policy, on an annual basis. The outcomes will be reported in the Company's Annual Report.

**11. Policy review**

11.1 Pacific Edge is committed to reviewing this Policy every two years and recommending any amendments to the Board for approval.

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