

Overview

This policy provides the framework by which Eptec Pty Ltd (Eptec) actively manages and encourages diversity and inclusion. Eptec's goal is to create a culture that is diverse, inclusive and that respects and celebrates us differences.

Scope

This policy applies to all employees and contractors engaged by Eptec.

Diversity and Inclusion Statement

Eptec appreciates the value inherent in a diverse workforce. Diversity may result from a range of factors: origin, age, gender, race, religion, cultural heritage, lifestyle, education, physical ability, appearance, language, or other factors. We value the differences between people and the contribution these differences make to our business. We will actively manage diversity and inclusion, seeking ways of acknowledging and embracing the differences that exist.

This means that we will:

- Actively and flexibly seek to accommodate the unique needs of many different employees
- Commit to ensuring that all employees are treated with respect, dignity, and openness
- Seek to ensure that our business practices, policies, and procedures do not prevent people from diverse backgrounds having equality of opportunity within the organisation.

Definitions

In relation to this Diversity and Inclusion Policy:

- Diversity refers to the visible and invisible differences that exist between people, including (but not limited to) race, colour, physical features, sex, sexual preference, gender identity, lawful sexual activity, age, physical or mental disability, marital status, family responsibilities, pregnancy, breast feeding, carer responsibilities, religion, political opinion, national extraction, social origin, industrial activity, or trade union membership. It also refers to diverse ways of thinking and ways of working.
- Inclusion refers to ensuring that current, future and potential employees have equality of opportunity in the organisation without any barriers or obstacles as a result of their race, colour, physical features, sex, sexual preference, gender identity, lawful sexual activity, age, physical or mental disability, marital status, family responsibilities, pregnancy, breast feeding, carer responsibilities, religion, political opinion, national extraction, social origin, industrial activity or trade union membership.
- Equal employment opportunity (EEO) is the principle that all persons can have equal access to employment opportunities based on merit, without fear of discrimination or harassment.

Diversity Principles

Eptec's diversity and inclusion policy, processes and initiatives focus on four diversity and inclusion principles:

- Decisions regarding recruitment, selection, training and development and promotion are based on merit, performance, and capabilities.
- Eptec embraces fairness, equality and inclusiveness and does not tolerate unlawful discrimination, bullying, harassment, or victimisation.
- Diversity and inclusion and equal employment opportunity initiatives are based on sound business objectives.
- Diversity and inclusion are everyone's business – it is part of how Eptec works.

Equal Opportunity in Employment

Eptec will provide equal opportunity in respect to employment and employment conditions, including:

- Recruitment and selection
- Performance management
- Training and development
- Career advancement
- Support.

Eptec is committed to supporting all employees and managers in the achievement of a diverse and inclusive workplace. All Managers and Supervisors are responsible for developing and encouraging a positive environment, where all employees are treated with respect and dignity.

Measurable Objectives

The Management Team will establish, on a periodic basis, measurable objectives for the achievement of diversity and inclusion.

These objectives may include:

- Establishing goals for gender equity at all levels within the organisation
- Establishing goals for representation of under-represented groups within the organisation
- Implementing initiatives to address any identified pay equity gaps
- Implementing leadership programs that promote equal opportunity, diversity, respect and inclusion practices and a diverse and inclusive organisational culture
- Implementing training and development programs that promote and embed EEO, diversity and inclusion practices within the organisation.

The Management Team is responsible for the approval of initiatives to achieve measurable objectives relating to EEO, diversity and inclusion. Divisional and Functional Management is responsible for implementing approved initiatives.

Monitoring and Reporting

The HR function will regularly measure and report on the progress towards achieving diversity and inclusion objectives and will conduct an annual assessment of the measurable objectives.

The Management Team will regularly report to the board on the progress towards achieving diversity and inclusion objectives.

Disclosure of diversity and inclusion reporting and outcomes will be made to key stakeholders on an annual basis. For example, via the Eptec's annual report and reporting to the Workplace Gender Equality Agency

Compliance

The Board is responsible for establishing, overseeing, and assessing achievement against measurable objectives in relation to gender diversity. Human Resources will proactively monitor Eptec's performance in meeting policy requirements.

Human Resources in partnership with the Management Team will ensure that all employees undertake regular compliance training in relation to Diversity and Inclusion, and legislative and other responsibilities relating to anti-discrimination, workplace bullying & harassment, and equal employment opportunity.

Human Resources will also conduct regular reviews of the processes involved in recruitment, remuneration, performance management and training and development to assess the implementation of and compliance with this policy.

Recruitment, labour hire agencies and Subcontractors working on our behalf will be made aware of this policy and are required to adhere to it.

All Managers and Supervisors have a responsibility to ensure the workplace is free from discrimination, harassment, or bullying, and that all employees comply with the diversity and inclusion policy.

Breaches of this Policy

Employees who do not strictly comply with this Policy will face disciplinary action, including counselling, formal warnings, and dismissal.

All Eptec employees and contractors are responsible for reporting any breaches of this policy to their line manager or HR department.

Further Information

For further information contact your manager or Human Resources department. This document can be found on the Eptec Intranet page.

Procedure for Managing Conflicts

Eptec and responsible persons (your manager, GM People and Culture and the Managing Director) will exercise their discretion in determining the appropriate action required to manage any disclosed conflict of interest.

All factors will be considered in determining appropriate action to be taken. Some examples of action taken to manage the conflict of interest:

- No action taken - where an assessment has been made that there is no actual, potential, or perceived conflict of interest, or it is insignificant.
- Surrendering the conflicted interest - this may be appropriate where the disclosed interest may be resolved by surrendering it. For example, if you have received an inducement, you may be required to relinquish it.
- Relieving the employee of their duties - the conflict may be resolved by relieving the employee of the duty causing the conflict, e.g., decision making responsibility related to the matter may be transferred to another person until the conflict no longer exists.

Any relevant action taken should be monitored, and any action taken may be amended if the circumstances giving rise to the conflict change.

If you are unsure about a conflict or have any questions about this policy, reach out to your manager or the GM, People and Culture.



Geoff Knox
Managing Director