

# AROWANA®

## Diversity, Inclusivity and Equal Employment Opportunity Policy

Last reviewed: June 2021



## Overview

This policy records the Company's commitment to diversity, inclusivity and equal employment opportunity and diversity. We are committed to providing a workplace which is free from unlawful discrimination and which actively work towards removing barriers to individual employment and development.

Our approach to diversity is multi-dimensional, encompassing differences in ethnicity, gender, language, age, sexual orientation, religion, socio-economic status, physical and mental ability, thinking styles, experience, and education. We believe that the wide array of perspectives that results from such diversity promotes innovation and business success. Managing diversity makes us more creative, flexible, productive and competitive.

Our business success is a reflection of our talented and diverse workforce and we recognise this as one of our key competitive advantages.

Diversity in the workplace benefits individuals, teams, shareholders and our company as a whole. We recognise that each employee brings their own unique capabilities, experiences and characteristics to their work.

We believe in treating all people with respect and dignity. We strive to create and foster a supportive and understanding environment in which all individuals realise their maximum potential within the company, regardless of their differences. We are committed to employing the best people to do the best job possible. We recognise the importance of reflecting diversity at all levels of the company and in everything that we do.

## Objectives of this policy

- To promote the elimination of discrimination and the promotion of equal employment opportunity within an inclusive work culture. In this regard, the company is committed to providing a workplace which is free from unlawful discrimination and which actively works towards removing barriers to individual employment and development.
- To ensure the Company's diversity, inclusivity and equal employment opportunity policy is applied consistently across the business.

## Policy

- The Company will ensure that all employees have equal opportunities for employment, limited only by the existence of genuine opportunities (such as vacancies, promotion opportunities, access to training and so forth) and the suitability of applicants for such opportunities.
- The Company acknowledges that in order to create equal opportunities for all employees it may be necessary to provide additional assistance to employees depending on their own, personal circumstances. The Management Team encourages employees who believe they would benefit from such assistance to discuss this, in confidence, with the manager of their choice.
- All placements and promotions are based on factors of merit, such as skills, experience, qualifications and other relevant competencies.
- All managers must ensure adherence to the Company's equal employment opportunity policies by setting a positive example for other employees to follow.



- Direct or indirect discrimination on the grounds of race, colour, sex, sexual preference, age, physical or mental disability, marital status, family responsibilities, pregnancy, religion, political opinion, social origin or any other ground specifically provided for by state or federal law is completely unacceptable.
- Direct discrimination includes any action which specifically excludes a person because of a personal characteristic.
- Indirect discrimination usually exists in the procedures or attitudes of an organisation, so that criteria for employment, promotion or development are not based on a genuine work need (for example age rather than technical competence as a criterion for promotion). Such procedures or attitudes may not appear to be in contravention of this policy but are nonetheless prohibited.

### **Breastfeeding a Child and Lactation Breaks**

- In the year following the birth of a child, we encourage women returning to work to take lactation breaks. These breaks are in addition to normal meal and tea breaks. Two 30 minute breaks are provided per 8 hour working day. New mothers can take reasonable unpaid breaks whenever there's a need.
- At Arowana, we want to support our employees whenever they need it. Arowana is supportive of employees who wish to breastfeed or express milk in the workplace as we recognise that breastfeeding has many benefits for new mothers and their children.
- To ensure that employees feel comfortable and do not suffer from discrimination or harassment, Arowana will provide an area that is clean, comfortable and private with access to hand washing and milk storage facilities.

If you require to escalate any concerns in relations to conduct that is in contradiction to this policy, please lodge this under the Company's [disciplinary and grievance procedures](#).

### **Further information**

Any officer requiring further information about this policy should contact Human Resources or any member of the Management Team.

### **Policy Review**

The Company may make changes to this policy from time to time to improve the effectiveness of its operations. In this regard, any employee who wishes to make any comments about the Policies may forward their suggestions to Human Resources.

