

## Diversity Policy

### Purpose of this policy

This policy sets out SKILLED Group's intent to promote a diverse workforce at all levels of the business through implementing initiatives and promoting diversity across the SKILLED Group.

### Persons to Whom this Policy Applies

This Policy applies to the Board and all Employees of SKILLED Group.

Employees refer to all SKILLED Group Staff Members and Field Employees.

### Commitment

SKILLED Group believes that fostering a culture that embraces and values diversity will support the delivery of superior business outcomes by better equipping the business to meet the needs of its clients, field employees and staff.

All employees are to have the opportunity to fully participate in the workplace and be valued for their distinctive skills, experiences and perspectives.

### Definitions

In this policy;

**Diversity** encompasses, among a range of matters, diversity of gender, race, age, ethnicity, disability, sexual orientation, cultural background, family responsibility, education and lifestyle.

**SKILLED Group** means SKILLED Group Ltd ABN 66 005 585 811 and its controlled entities.

### Policy Statement

SKILLED Group recognises the benefits to be gained from a workforce that brings together a range of skills, backgrounds and experiences.

SKILLED Group believes that a diverse workforce will contribute to achieving SKILLED Group's overall strategic objectives by:

- Securing SKILLED Group's business plans, objectives and results;
- Encouraging greater innovation and problem solving in SKILLED Group's people;
- Enhancing SKILLED Group's reputation;
- Attracting, engaging and retaining the best available talent to enable SKILLED Group to be the market leader in meeting the expectations of its customers, its shareholders and its people;

To promote and maintain diversity SKILLED Group will focus on:

- Identifying and removing barriers to diversity;
- Creating an inclusive and supportive organisation, enabling employees to develop to their full potential;
- Appreciating and respecting the unique skills, experiences and perspectives that each individual brings to the workplace;
- Auditing and improving recruitment and performance management systems and processes to ensure recruitment and promotion on the basis of an individual's competence and performance;
- Actively monitoring recruitment, promotions, turnover and proportion of employees, particularly in relation to gender, indigenous and age diversity;
- Undertaking and promoting diversity initiatives, and measuring their effectiveness;

- Building the leadership pipeline to assist talented individuals to develop the skills and experience needed to progress;
- Providing diversity education, training, mentoring programs and other developmental awareness programs for all employees;
- Raising awareness of the advantages of diversity through multiple communication mediums;
- Ensuring the processes for appointments to the Board, and for reviews of the Board's performance, are conducted in accordance with the principles set out in this Policy;
- Creating a culture that empowers and rewards people to act in accordance with this Policy;
- Elimination of discrimination, harassment, bullying and other inappropriate behaviours from the workplace.

### Monitoring and Reporting

Management will report to the Remuneration Committee in relation to diversity. This will include reporting on:

- Initiatives undertaken by management to broaden diversity throughout the SKILLED Group.
- Agreed KPI's that track overall progress towards diversity goals.

The Remuneration Committee will:

- Report to the Board on the matters reported to it by management; and
- Make recommendations to the Board.

The Board must, at least annually, assess:

- The progress in achieving broader diversity across the SKILLED Group.

### Review of Policy

The Remuneration Committee, with assistance from Management, will conduct an annual review of this Policy (which will include a review of the effectiveness of the Policy), discuss any required changes with the Board and ensure that any revisions to this Policy are approved by the Board.

### Supporting Documents

Workplace Behaviour Policy

Grievance Policy

Indigenous Recruitment Strategy 2010 -2012

**Authorised: Board of Directors**

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