



# Diversity and inclusion policy

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**IVE Group Limited**

ACN 606 252 644

Adopted by the Board on 30 January 2018



# Diversity and inclusion policy

## 1 Overview

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IVE's diverse workforce is at the heart of our evolving organisation and at the centre of IVE's business growth.

Growing an inclusive workplace promotes greater creativity and innovation, attracts the best people across the widest pools of talent, and leads to higher employee well-being, productivity and engagement. Importantly, a diverse and inclusive workforce also enables us to reflect and relate to our customers and stakeholders, remaining agile and relevant in our equally diverse customer ecosystems.

Diversity and inclusion encompasses acceptance and respect of the variety of visible and non-visible differences between people throughout and also beyond our organisation. These differences can include ethnicity, nationality and cultural background, gender, sexual identity, age, physical and intellectual abilities, family status, religious beliefs, thinking styles, education, socio-economic backgrounds, perspectives and experience. Diversity also includes the many other aspects in how we self-identify.

IVE is committed to ensuring diversity permeates all areas and levels of our business, with every individual feeling included, safe and supported to express themselves authentically in IVE activities.

The Board is committed to promoting a corporate culture which embraces the principles and actions of diversity and inclusion. The Board has formally approved this Diversity and Inclusion Policy (**Policy**) to actively facilitate a more diverse and representative leadership, management and companywide structure.

## 2 Purpose

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IVE has established this Policy and subsequent Diversity and Inclusion Program (D&I Program) in recognition and support of the rich inherent diversity of IVE's workforce. The Policy and D&I Program reinforces IVE's commitment to continue building a diverse and inclusive organisational culture and our action plan for achieving diversity and inclusion in the workforce, encompassing and benefiting all employees.

With support from the Diversity Committee, comprised of the Senior Leadership Team (SLT) and chaired by the CEO of IVEO, IVE will refine plans and objectives for diversity and inclusion as we continue to evolve as an omni-channel media business.

## 3 Scope

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This Policy applies to all IVE locations and employees, contractors and temporary employees, however this Policy is not incorporated into and does not form part of any employee's contract of employment or any contractual agreement.

## 4 Diversity and inclusion principles

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### 4.1 All employees are respected and valued

IVE is committed to promoting a workplace environment where the diverse skills, experiences and unique identities of our employees are recognised, respected and valued. We understand the impact of conscious and unconscious biases and will provide education and support to managers, to raise awareness and guide fair and equitable decision making.

We are committed to providing a safe, inclusive and accessible workplace, free from discrimination, harassment, vilification or victimisation. IVE's code of conduct, workplace bullying, harassment and discrimination policies, along with IVE's management processes, reinforce our zero tolerance to bullying, harassment and discrimination, ensuring we grow a cohesive environment where everyone is treated with respect and courtesy.

### 4.2 Inclusive culture

IVE is committed to creating a culture of inclusion where employees from all diverse backgrounds and identities feel empowered and valued in decision making.

### 4.3 All employees are able to participate and contribute to their full potential

IVE is committed to removing workplace barriers, both perceived and physical, to allow all employees to participate to their full potential.

IVE promotes a supportive and adaptable work environment which encourages employees to utilise a flexible approach to balancing work, family and caring responsibilities.

## 5 Diversity and inclusion measures

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Each year the Board will set measurable objectives with a view to progressing diversity and inclusion in the Company. Performance against these objectives will be reviewed annually by the SLT, Diversity Committee and Nomination and Remuneration Committee (or such other committee determined by the Board), as part of its annual review of the effectiveness of this Policy and associated D&I Programs.

In accordance with the ASX Corporate Governance Principles and Recommendations, the Board will include in the Annual Report each year:

- a summary of the Company's progress towards achieving the measurable objectives, if any, set under this Policy for the year to which the Annual Report relates; and
- details of the measurable objectives, if any, set under this Policy for the subsequent financial year.

## 6 Diversity and inclusion program

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A key element in the Policy is the D&I Program, which outlines cornerstone activities and initiatives, including the establishment of IVE's Diversity Committee, that form the action framework to achieving IVE's objective for diversity and inclusion throughout the organisation.

The D&I Program encompasses recognition, awareness and engagement of all diversity groups beyond just one priority focus. The broad aim and strategy of the

program is to grow an inclusive workplace environment that supports all our people to contribute to their full potential, benefiting all employees.

The D&I Program outlines IVE's plan to enhance the integration of the principles of workplace diversity and inclusion into all aspects of managing our people. This includes raising awareness of the value and benefits of workplace diversity and inclusion through companywide campaigns and events, fostering inclusive leadership through ongoing training and development, and continuing to embed the principles (in word and in spirit) into our human resource management policies and business practices.

## 7 Diversity and inclusion cornerstone actions

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IVE's commitment to growing workplace diversity and inclusion is reflected in the following cornerstone actions. These cornerstone diversity and inclusion actions are the key overarching initiatives that encompass all employee groups and impact all of IVE's people. They form the basis and action framework of the program:

- Establishing the IVE Diversity Committee. A representative cross-section of IVE employees from all business groups, championed by the Senior Leadership Team (SLT);
- Mainstreaming flexible working arrangements into business practices where possible;
- Challenging and mitigating bias, through awareness training and education;
- Providing Employee Assistance Program (EAP) services, along with access to other broad lifestyle benefits to employees and their families, recognising the importance of a nourishing and balanced work-family-life relationship;
- Celebrating our diversity through ongoing awareness campaigns and special events;
- Partnership with community groups and national ally networks and associations;
- Integrating diversity approaches into key processes including recruitment, training, performance management, rewards, communication, stakeholder engagement, procurement and product development; and
- Building a safe workplace by taking action against inappropriate workplace behaviour that does not value diversity and inclusion including discrimination, harassment, bullying, victimisation and vilification.

## 8 Board recruitment and selection

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Whilst skills such as leadership and previous experience as a chief executive, chair or board member of a similar organisations (including the scope of its operations) have traditionally been prerequisites to appointment as a director, the Board recognises that other skills gained from experience in the following areas are key skills and experience which the Board as a whole should comprise:

- marketing and sales;
- policy and regulatory development and reform;
- health, safety and environment and social responsibility;

- finance; and
- human resources.

The Nomination and Remuneration Committee is responsible for identifying qualified individuals for appointment to the Board. In identifying candidates, the Nomination and Remuneration Committee will have regard to the:

- skills, expertise and background that add to and complement the range of skills, expertise and background of the existing directors;
- diversity in how people self-identify, including ethnicity, gender and sexual identity; and
- the extent to which the candidate would fill a present need on the Board.

## 9 Gender representation review

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In accordance with the ASX Corporate Governance Principles and recommendations, on an annual basis, the Nomination and Remuneration Committee will review the proportion of women and men who are employed by (or consultants to) the Company as a whole, in senior management positions and who are on the Board. The Nomination and Remuneration Committee will submit a report to the Board outlining its findings.

The Company will disclose in its Annual Report the proportion of men and women employees in the Company as a whole, in senior management and on the Board or, if applicable, the Company's most recent "Gender Equality Indicators" as defined by the *Workplace Gender Equality Act 2012* (Cth).

## 10 Roles and responsibilities

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### 10.1 Employees

- Comply with the principles and provisions of this Policy, contributing to, and supporting IVE's diversity initiatives and objectives;
- Contribute to diversity related consultation processes so that diversity is reflected in decision making;
- Recognise that others have unique skills and perspectives to offer and seek ways to support and utilise these colleagues and their skills;
- Treat others with courtesy and respect and listen to the views of others without prejudice;
- Recognise the non-work related responsibilities of others and work with peers flexibly and reciprocally to help support a nourishing and balanced work-family-life relationship and working environment for all employees; and
- Escalating any breach or potential breach of this Policy to management.

### 10.2 Managers and supervisors

- Practice and promote behaviour consistent with the key principles and

actions of this Policy, IVE's organisational values, employment principles and code of conduct;

- Ensure all recruitment processes and decisions relating to appointment, promotion and career development are in accordance with the key principles outlined in this Policy and the D&I Program and further uphold and expand the conventional principle of merit;
- Lead by example in fostering a culture whereby the diverse skills and knowledge of employees is recognised, embraced and valued;
- Consider and support requests that will help promote diversity and inclusion at IVE and make reasonable adjustments and accommodations to these requests;
- Wherever possible, support flexible work practices that promote a nourishing and balanced work-family-life relationship;
- Incorporate workplace diversity principles into team and management practices, for example, by consulting with, seeking a range of views from, and encouraging all team members to contribute positively to team outcomes; and
- Understand community, customer, delivery partner stakeholders and their demographical environments, ensuring their team members are aware of the diverse ecosystem they are a part of and behave in accordance with the key principles of this Policy.

### **10.3 Diversity Committee**

- Ensure the principles and provisions of this Policy are articulated in the day to day running and strategic direction of the Company;
- Consult with employee groups about their working experiences, gathering ideas to support and progress workplace diversity and inclusion;
- Deliver, communicate and promote diversity and inclusion initiatives, activities and events; and
- Practice and promote behaviour consistent with the key principles and actions of this Policy, IVE's organisational values, employment principles and code of conduct.

### **10.4 Leadership team**

- Promote the key principles and actions of this Policy, demonstrating genuine commitment to advancing workplace diversity and inclusion;
- Be actively involved in IVE's Diversity Committee;
- Lead by example in fostering a culture where discrimination is unacceptable and not tolerated; and
- Ensure that IVE's organisational values, diversity and inclusion principles, EEO principles and code of conduct are promoted and upheld throughout the organisation.

### **10.5 Board of Directors**

- Set measurable diversity governance and objectives, agreeing and refining objectives annually; and
- Disclose progress in adherence to those diversity objectives in accordance with ASX corporate governance principles and recommendations.

## 11 Disclosure of Policy

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A summary of this Policy and the Company's achievement of the Policy's objectives will be disclosed in the Annual Report.

## 12 Review of Policy

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The Nomination and Remuneration Committee is responsible for the review and oversight of this Policy. In executing this role, the Nomination and Remuneration Committee will, with the appropriate support and input from management:

- review on a regular basis the effectiveness of this Policy, its objective and the strategies outlined above, which aim to achieve the objective; and
- report to the Board on the outcomes of its review, including any recommendations for changes to those strategies or the way in which they are implemented.

More information

If you require additional information in relation to this Policy, Please contact your Manager or [HR@ivegroup.com.au](mailto:HR@ivegroup.com.au)

Related policies

Code of Conduct

Equal Employment Opportunity

Disability

Grievances Recruitment and Selection

Flexible Working Arrangements