



GBST Holdings Limited

ABN: 85 010 488 874

GBST Diversity Policy

## 1. Purpose

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To promote GBST as a place of work where people with a diverse range of backgrounds are attracted and retained so that GBST is best placed to meet its corporate objectives, and encourage effective decision-making by diverse groups of people.

## 2. Scope

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This policy applies to all individuals working for GBST including full time, part time, casual, permanent or temporary employees; contractors or third party suppliers; volunteers, interns, vocational and work experience placements and Board of Directors. The policy applies equally to the treatment of our customers/clients.

## 3. Policy

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GBST aims to be an inclusive workplace that embraces and promotes a vibrant, diverse workforce where backgrounds, perspectives and life experiences of our people help us to build strong connections with our customers and helps us innovate and make better decisions for our business. We recognise that our employees will assume changing domestic responsibilities throughout their careers.

The importance of diversity extends to all areas of the business including recruitment, talent development, skills enhancement, appointment to roles, Board appointments, retention of employees, mentoring and coaching programs, flexible work arrangements, forms of leave available to employees, succession planning, the Group's policies and procedures and training and development.

Our people have the opportunity to learn and progress with us, regardless of:

- Gender
- Sexual orientation
- Age
- Cultural background
- Ethnic origin
- Religious beliefs
- Impairment
- Nationality
- Professional background

Diversity at GBST is underpinned by a range of supporting policies including:

- Anti-Discrimination & EEO
- Harassment & Bullying
- Flexible Working
- Recruitment
- Workplace Health and Safety
- Leave policies

Our diversity objectives are not at the expense of our obligations under the anti-discrimination policy nor does it change our approach to employment decisions based upon merit. GBST will work towards achieving its diversity goals while still making employment decisions based on merit.

#### 4. Diversity Responsibilities

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GBST's aim is to support employees and managers in working towards a diverse workforce.

GBST aims to:

- ensure diversity principles are embedded into our corporate culture
- help employees to achieve work / life balance while developing and maintaining a career
- recognise and support the needs of an inter-generational workforce

Managers are responsible for:

- trying to develop and encourage a positive environment, where all employees can be treated with respect and dignity. Managers are expected to take responsibility for reporting breaches of this policy to HR, and should themselves act in accordance with its spirit.
- All managers are expected to foster an environment with the following aims:
  - tolerance of difference with the aim that all employees are treated fairly and with respect and dignity.
  - the ability to contribute and access opportunities is based on merit.
  - Inappropriate attitudes or behaviours that have come to the attention of the manager are reported to HR. All employees are responsible for:
    - complying with the terms of this policy and the supporting policies
    - treating all colleagues and customers with dignity and respect promptly informing their manager or Human Resources of any breach or potential breach of this policy

Human Resources is responsible for:

- aiming to cultivate a culture of diversity
- providing support to managers and existing and potential employees so that they are aware of their responsibilities and rights in relation to diversity
- provide ongoing support and guidance to managers in relation to diversity and the principles of this policy

#### 5. References

#### 6. Definitions

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**Diversity** in the context of this policy relates to the variety of differences between people within an organisation.

#### 7. Revision History:

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Rev No.	Changes	Reviewed by	Approved by	Date
2	Policy Review to include initiatives as approved by GBST Board	CEO & HR	GBST Board of Directors	June 2015

1	Initial version	CEO	Nominations & Remuneration Committee	May 2011
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