



# RAKON DIVERSITY POLICY

## Policy Statement

Rakon is committed to ensuring that the unique strengths and characteristics of individuals within our business are valued. Rakon is committed to recognising and appreciating the variety of characteristics that make individuals unique in an environment that promotes and celebrates individual and collective achievement. Examples of these characteristics are gender, age, culture, disability, economic background, education, cultural, geographic background, language(s) spoken, marital/partnered status, physical appearance, race, religious beliefs and gender identity, sex or sexual orientation.

At Rakon we inherently recognise the importance of diversity and inclusion in helping Rakon deliver its business objectives and fulfill the needs of our customers. Committing to diversity and inclusion means incorporating diversity into Rakon's global talent acquisition, talent management, succession management processes and into our values and culture. This ensures that our global workforce reflects the diverse communities in which we operate and our customer base.

## Purpose

The purpose of this Policy is to outline Rakon's commitment to a globally diverse and inclusive environment, which is essential to driving sustainable commercial success and creating a high performing values driven culture.

## Scope

This Policy applies to all global employees of Rakon, including permanent, fixed term and casual staff.

## Policy

Rakon is committed to ensuring that the unique strengths and characteristics of individuals are valued.

Rakon strives to provide an environment where all employees feel free to bring their whole selves to work. This means feeling comfortable that their unique background and characteristics will be accepted by their work colleagues and valued by Rakon as a Company.

Rakon will:

- Monitor and report on diversity statistics to the CEO and Board of Directors annually.
- Establish and monitor recruitment, selection and promotion processes to ensure Rakon's Diversity and Inclusion Principles are being adhered to.
- Ensure that remuneration and other benefits are not influenced by factors not pertinent to the job.

- Ensure there is support in place for those staff who feel that their diversity factors are not acknowledged or respected.

## Rakon's Diversity and Inclusion Principles:

1. A diverse and inclusive environment will be achieved by eliminating the barriers that prevent individuals from under-represented groups being recognised and/or valued.
2. Where barriers to diversity and an inclusive environment exist, these will be addressed.
3. Targets will be set to enable the monitoring of diversity and inclusion. However, quotas will be not be imposed.
4. In looking for "the best person for the job", diversity should be one of the factors under consideration. However, diversity will only be one factor among a range of others. Recruitment, selection and promotion will always seek "the best person for the job".
5. Business goals and key decisions should be reviewed by a diverse range of staff to ensure diverse thinking is factored into decision making.
6. Where a person's diversity position conflicts with a Rakon requirement (e.g. unwillingness to work on a particular day), this should be discussed with the individual to see if this can be accommodated. Every effort should be made to accommodate the individual provided this will not impact operations, health and safety or other staff. However if no accommodation is possible, Rakon's requirements take priority.
7. Rakon will provide opportunities for individuals from under-represented groups to be supported with development opportunities.

## Responsibilities

### Board of Directors

The Board of Directors is responsible for approving this Policy.

### Executive Team

All Executive Team members are responsible for:

- a) Ensuring their managers follow this Policy and its associated processes;
- b) Championing diversity and inclusion initiatives; and
- c) Promoting Rakon's Diversity and Inclusion to customers, vendors, partners and other stakeholders.

## Global General Manager People and Capability

The General Manager People and Capability is responsible for:

- a) Establishing systems to monitor key diversity factors;
- b) Reporting to the Board annually on diversity and inclusion;
- c) Monitoring and evaluating diversity and inclusion initiatives; and
- d) Reviewing this Policy.

## Managers

Each manager is responsible for:

- a) Championing diversity and inclusion initiatives; and
- b) Ensuring that this Policy is followed by their team.

## All Staff

All staff are responsible for complying with this Policy.

## Review

This Policy will be reviewed bi-annually or more frequently if necessary.

<b>Date of last review</b>	<b>March 2019</b>
----------------------------	-------------------