



Quickstep Holdings Ltd

# Diversity Policy

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## **1. PURPOSE**

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The Diversity Policy is intended to support the achievement of a workplace that embraces diversity and creates a culture where everyone feels valued and respected.

## **2. SCOPE**

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The scope of this procedure is applicable to the Board and all employees (including contractors, fixed term and casual) within Quickstep Holdings Ltd and all subsidiaries (Quickstep)

## **3. DEFINITIONS AND ACRONYMS**

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- HR – Human Resources

## **4. ASSOCIATED / REFERENCE DOCUMENTS**

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- *Fair Work Act 2009*
- *Age Discrimination Act 2004*
- *Disability Discrimination Act 1992*
- *Racial Discrimination Act 1975*
- *Sex Discrimination Act 1984*
- *Australian Human Rights Commission Act 1986*

## **5. A CULTURE OF INCLUSION AND DIVERSITY OF THOUGHT**

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At Quickstep, it is understood that creating a culture that values inclusion, recognises the unique contributions of our people, and builds capability is critical to our success. Diversity is about recognising and valuing the different knowledge, skills, backgrounds and perspectives that people bring to their work – regardless of whether those differences are based on age, gender, ethnicity, sexual orientation, social background or other factors.

Quickstep's workforce diversity builds organisational capability through the different perspectives that individuals bring to the workplace which in turn support innovation, creativity, and overall productivity through better decisions to achieve the organisation's goals and its objectives to be a global leader delivering excellence to our customers and shareholders.

Quickstep is committed to diversity and equal employment for all and this is supported throughout the employment lifecycle.

<b>ATTRACT</b>	<b>RECRUIT</b>	<b>DEVELOP</b>	<b>RETAIN</b>
Raise the profile of Quickstep as an 'employer of choice' across all diversity segments and partner with relevant networks to attract a diverse workforce	Implement targeted programs to support recruitment that is linked to our cultural vision, and that is an integral part of our values and the way we do business	Provide equal developmental and career opportunities to ensure we provide innovative solutions to customer requirements at the highest quality levels	Provide a supportive approach to workforce conditions, career management and career pathways. Creating a fair, respectful and inclusive work environment

Diversity is supported at Quickstep by:

- Promoting the awareness of, and commitment to our workplace diversity and inclusivity strategy
- Ensuring that our recruitment strategies attract employees from a diverse pool of qualified candidates
- Having policies, procedures and actions which are aligned to our values and that ensure all employees are respected, encouraged and provided with opportunities to develop to their full potential
- The integration of workplace diversity and inclusive practices into business and human resources processes and systems
- The implementation of the code of conduct, equal employment opportunity, harassment and bullying prevention procedures which are underpinned by the Quickstep's values and provide guidance on the acceptable behaviour of all employees
- Establishing measurable targets for achieving greater diversity and annually reviewing the progress made towards achieving each through the specific actions taken.

## **6. ACCOUNTABILITIES**

### **6.1 The Board**

- Establishing an appropriate Committee structure to oversee and monitor objectives to deliver an increasingly diverse workplace;
- Adopting the diversity strategy; and
- Approving the annual objectives and targets recommended by the RND committee;
- Annually monitoring progress.

### **6.2 Remuneration, Nomination and Diversity Committee**

- Bi-annually reviewing the Company's policy on diversity;
- Reviewing on an annual basis, the current and proposed measurable objectives and targets that are linked to the Company's circumstances and industry;
- Recommending measurable objectives and targets to the board for adoption
- Assessing and reporting to the Board at least annually, on the diversity strategy and progress against the targets; and
- Monitoring diversity throughout the Company.

### 6.3 Executive

- Defining and implementing the Company’s policy on diversity;
- Developing the annual diversity targets for approval by the RND committee and the Board;
- Establishing the action plans to support the achievement of the annual diversity targets;
- Being accountable for achieving the measurable diversity and inclusive targets annually;
- Developing and implementing appropriate systems, processes, procedures, documentation to support the Diversity and Inclusive Strategy; and
- Actively living ‘One Quickstep’ culture including actively demonstrating the company values.

### 6.4 Management

- Adhering to and promoting the Company’s policy on diversity;
- Being held accountable for achieving the measurable diversity and inclusive targets annually;
- Promoting and adhering to appropriate systems, processes, procedures which support the Diversity and Inclusive Strategy; and
- Actively living ‘One Quickstep’ culture including actively demonstrating the company values.

### 6.5 Everyone

- Actively living ‘One Quickstep’ culture including actively demonstrating the company values.

<b>Sponsor</b> Lis Mannes	<b>Title</b> Chair – Remuneration Nomination & Diversity Committee	<b>Approved</b> November 2021	<b>Due for Review</b> November 2023
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