

# Diversity Policy

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Helloworld Limited

ABN 60 091 214 998

Adopted: 26 May 2011

Last Amended: 1 July 2014

# Diversity Policy

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## 1. Introduction

This policy:

- (a) supports the commitment of Helloworld Limited to an inclusive workplace that embraces and promotes diversity; and
- (b) provides a framework for new and existing diversity-related initiatives, strategies and programs within the business of Helloworld Limited and its controlled entities (**Helloworld Limited**).

## 2. Benefits of diversity

2.1 Workplace diversity refers to the variety of differences between people in an organisation. Diversity encompasses gender, race, ethnicity, age, disability, cultural background and more.

2.2 Helloworld Limited believes that embracing diversity in its workforce contributes to the achievement of its corporate objectives and enhances its reputation. It enables Helloworld Limited to:

- (a) recruit the right people from a diverse pool of talented candidates;
- (b) make more informed and innovative decisions, drawing on the wide range of ideas, experiences, approaches and perspectives that employees from diverse backgrounds, and with differing skill sets, bring to their roles; and
- (c) better represent the diversity of all its stakeholders.

## 3. Commitment to diversity

3.1 Helloworld Limited is committed to achieving the goals of:

- (a) providing access to equal opportunities at work based on merit; and
- (b) fostering a corporate culture that embraces and values diversity.

3.2 Helloworld Limited is an equal opportunity employer and welcomes people from a diverse set of backgrounds.

## 4. Board composition

4.1 Helloworld Limited's Board Charter is framed to provide for the board of directors of Helloworld Limited (**Board**) to be of a size and composition that is conducive to making decisions expediently, with the benefit of a variety of perspectives and skills, and in the best interest of Helloworld Limited as a whole rather than of individual shareholders or stakeholders.

4.2 The Board has established a Remuneration & Nominations Committee, which is responsible for making recommendations to the Board relating to the appointment and retirement of Directors. The Remuneration & Nominations Committee's full responsibilities are set out in its Charter (which is available on Helloworld Limited's website, [www.helloworldlimited.com.au](http://www.helloworldlimited.com.au)). They include, relevantly:

- (a) assessing the necessary and desirable competencies of Directors;
- (b) ensuring the Directors have the appropriate mix of competencies to enable the Board to discharge its responsibilities effectively;

- (c) developing Board succession plans to ensure an appropriate balance of skills, experience and expertise is maintained; and
- (d) considering the term served by Non-Executive Directors to ensure that, over time, new Directors are appointed to challenge existing approaches and to incorporate new ideas and energy.

## 5. Objectives for achieving gender diversity

- 5.1 For the financial year starting 1 July 2013 and subsequent financial years, the Board will:
- (a) establish measurable objectives for achieving gender diversity; and
  - (b) review and assess, at least annually, both the measurable objectives for achieving gender diversity and Helloworld Limited's progress in achieving them; or
  - (c) report against the Gender Equality Indicators as defined in the *Workplace Gender Equality Act*.
- 5.2 The Board will disclose in the Annual Report for each relevant financial year both its objectives for achieving gender diversity and its progress in achieving those objectives or report against the most recent Gender Equality Indicators under the *Workplace Gender Equality Act*.
- 5.3 To assist the Board to fulfil its responsibilities under paragraph 5.1, the Remuneration & Nominations Committee will:
- (a) oversee a review of the relative proportions of men and women across the whole of the Group's organisation, in senior executive positions and on the Board, respectively;
  - (b) report to the Board on the findings of this review and its recommendations for the objectives to be set by the Board for achieving gender diversity, having regard to any gaps identified in the review;
  - (c) report to the Board, at least annually, on Helloworld Limited's progress in achieving the objectives set by the Board for achieving gender diversity; and
  - (d) report to the Board on the most recent Gender Equality Indicator reports submitted to the Workplace Gender Equality Agency (or any replacement of it).

## 6. Support for gender diversity

Currently, there are several different policies, programs and initiatives operating across Helloworld Limited, which recognise and support gender diversity. These may be summarised as follows:

- (a) **Policies:** Helloworld Limited has formal policies regarding unlawful discrimination and raising and escalating grievances and these policies are available to employees via an intranet.
- (b) **Flexible work practices:** Helloworld Limited is a strong advocate of flexible work practices where this is possible given the operational requirements of the business. At any given time, Helloworld Limited has a number of staff working on a part-time basis following return to work from parental leave and Helloworld Limited continues to support this policy. In addition, Helloworld Limited is flexible in its response to requests for flexibility in working hours and extended leave without pay to assist employees to manage work and family responsibilities.
- (c) **Parental leave programs:** Helloworld Limited provides paid parental leave for eligible employees. All paid parental leave is in addition to statutory requirements and is available

also in the case of adoption. Paid parental leave is available to either parent of the child, whoever is the primary care giver.

- (d) **Other policies and HR support channels:** Helloworld Limited has policies to assist in performance-based progression and reward. There are also policies and support provided to assist employees to manage their work and family or community responsibilities.

## 7. Roles and responsibilities

Every employee within Helloworld Limited is responsible for supporting and maintaining the corporate culture of Helloworld Limited, including its commitment to diversity in the workplace.

## 8. Review and changes to this policy

- 8.1 The Board will review this policy as often as it considers necessary to ensure the policy complies with any applicable legal requirements and remains relevant and effective.
- 8.2 This policy is not intended to be contractual in nature.
- 8.3 The Board may change this policy from time to time by resolution.

## 9. Questions

Any questions about this policy should be directed to the General Counsel or Company Secretary.