

## 1.0 Policy

This policy sets out the Ingenia Community Group's (Ingenia or Group) commitment to encouraging diversity in the workplace and the provision of a work environment that is free from discrimination and promotes equal opportunity for all. The Group is committed to improving diversity and in particular, the number of females in leadership and other traditionally male dominated roles within the business.

## 2.0 Scope

This policy applies to all Ingenia employees, directors, board members, temporary workers and independent contractors (collectively referred to in this policy as 'employee/s').

## 3.0 Policy Overview and Objectives

Ingenia recognises that encouraging workplace diversity is not just the socially responsible course of action but is also a source of competitive advantage for the Group.

Ingenia promotes an inclusive workplace where employee differences in areas like gender, age, culture, religion, disability and sexual preference are valued. The unique skills, perspectives and experience that our employees bring to the table encourage creativity and innovation in thought that better represents our diverse customer base, ultimately driving improved business performance.

## 4.0 Recruitment & Selection

Ingenia is committed to following a high quality recruitment and selection process for any vacancies that ensures:

- All candidates are treated with dignity, respect, and confidentiality;
- Candidates are selected on the basis of their individual merit in fair and open competition without patronage or favouritism;
- The selection decision is free of bias and meets all legal and legislative requirements of the Workplace Gender Equality and Anti-Discrimination;
- The Group consistently selects the best possible candidate for the role.

## 5.0 Promotion, Transfer and Termination

Ingenia is firmly committed to creating opportunities for employees to grow and develop their careers within the Group. It is the preference of the Group's management that – where a vacancy exists – it be filled by a qualified internal candidate. All employees are given equal access to internal promotion and transfer opportunities as vacancies arise. Managers are encouraged to consider internal candidates first before engaging an external candidate. However, the intention will always be to fill a position based on merit, whether they are currently employed with the Group or a potential new hire.

All employees are treated with respect and consideration in the event of termination of their employment by being given the opportunity to participate in an exit interview.

## 6.0 Work/Life Balance

Ingenia recognises the significant competing demands that are placed on employees outside of work and has developed initiatives towards supporting effective work/life balance. Flexible work hours are available to all

employees through consultation and negotiation with their manager. These initiatives support our female employees, enabling them to flexibly transition back into workplace following periods of parental leave.

## 7.0 Parental Leave

Ingenia recognises the importance of parental leave and is committed to supporting employees during this time and securing their return to the workforce. Ingenia has a Parental Leave policy that allows for:

- Paid maternity leave to eligible employees of 8 weeks (in addition to any benefit that the employee may be eligible to receive from the Government);
- Paid paternity leave of 8 weeks for eligible employees where they become the primary caregiver of the child;
- Paid paternity leave of 1 week for eligible employees (in addition to any Government paid paternity leave scheme);
- Outlines the treatment of incentives whilst on Parental Leave;
- Outlines 'Keeping in Touch' days, which allows an employee to remain connected with the workplace and help them transition back into work.

## 8.0 Remuneration and Benefits

There is no differentiation in conditions of service for permanent employees. All permanent male and female employees have equal access rights to the employment benefits as offered by the Group. Variance in terms of actual entitlements occurs only when taking into account the pro-rata effect related to part-time versus full-time employment.

Ingenia undertakes an annual remuneration review and is committed to monitoring remuneration by gender to ensure fair outcomes for all employees.

## 9.0 Gender Targets

Ingenia is committed to having a diversified workforce and employing on the basis of individual merit without patronage, favouritism or gender bias. However, the Board has established the following gender targets to ensure an appropriate gender balance is maintained within the Group.

Board: 30% of each gender  
Senior Management: 30% of each gender

For the purposes of this policy and all other purposes:

- Senior positions are those that are reported to Workplace Gender Equality Agency annually as key management personnel, general managers and senior managers; and
- Key management personnel are defined as those that have authority and responsibility for planning, directing, and controlling the activities of the Group, either directly or indirectly, and includes directors. The actual positions of key management personnel are to be determined prior to 30 June each year.

## 10.0 Document Review and Refresher

Ingenia will review this document from time to time and may change the contents in line with business needs and relevant legislation. If changes are made to this policy, the updated version will be available on the intranet.

It is then up to each employee to ensure they read and understand them. If an employee is unclear on any details in this document, they should speak with their Manager, Group Compliance or HR. Employees should aim to have a read of this policy every couple of months to refresh their memory.