

# Diversity Policy

Date Reviewed: June 2024

Where *you* belong

**PEET**

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# Diversity Policy

## 1 Background

- 1.1 The aim of the Diversity Policy is to create a workplace which encourages and supports equity and fairness and eliminates discrimination. Workplace diversity means upholding the principles and creating a workplace that encourages and celebrates all aspects of diversity for the benefit of Peet, its clients and workforce.
- 1.2 Some of the benefits of a diverse workforce with a range of talents, perspectives and opportunities can include:
  - (a) increased innovation and creativity which are valued and encouraged;
  - (b) improved customer service;
  - (c) increased ability to attract and retain quality employees;
  - (d) increased employee satisfaction and productivity; and
  - (e) improved teamwork and internal and external relationships.
- 1.3 Peet aims to create a working environment that is fair and flexible, promotes personal and professional growth, and benefits from the capabilities of its diverse workforce. We are committed to continually improving our approach to diversity and leveraging diversity to drive business results by enhancing our reputation as an equal opportunity employer and attracting, recruiting, engaging and retaining a diverse team of people.
- 1.4 Peet prides itself on its adherence to its core values and behaviours. These values form the ground rules for expected behaviours at Peet and include being people centric and applying creative intelligence and unwavering commitment.
- 1.5 These values are more fully explained as follows:
  - (a) **People centric** – people are always at the centre of our ideas, considerations and decisions.
  - (b) **Creative intelligence** – we are driven by imagination, innovation and future-focused thinking. We also apply a considered and deliberate approach to design and solve problems creatively.
  - (c) **Unwavering commitment** - we are tenacious, accountable and trusted to deliver quality.
- 1.6 Values are measured at regular intervals along the employee lifecycle, including:
  - (a) interviews;
  - (b) reference checking;
  - (c) probation review; and
  - (d) each annual performance review.
- 1.7 Peet's values-based culture reflects Peet's respect for diversity and equal employment opportunity.

## 2 Context

- 2.1 In this Policy, **Diversity** includes, but is not limited to, gender identity, age, ethnicity, sexual orientation, religion, marital status, parental status, physical impairment, disability and cultural background. Diversity also encompasses the ways people differ in terms of how they think and work, their educational background, life and working experiences and perspectives, carer responsibilities, socio-economic background and geographical location.
- 2.2 In this Policy **Peet** or **Peet Group** refers to Peet Limited and its subsidiaries, syndicates and other managed entities.
- 2.3 This policy should be read in conjunction with other Peet policies, including the Bullying, Discrimination & Harrassment Policy, Grievance Resolution Policy, Performance Management and Discipline Policy and Code of Conduct and Ethics.

## 3 Aim

- 3.1 The purpose of this policy is to:
- (a) outline a framework for Peet to achieve a workplace culture that respects and appreciates all employees;
  - (b) articulate a workplace culture that recognises that employees at all levels of the company may have responsibilities outside the workplace;
  - (c) communicate Peet's commitment to achieving a diverse and skilled workforce; and
  - (d) communicate Peet's gender objectives as set by the Peet Limited Board (**Board**), and the processes in place to achieve these objectives.
- 3.2 To the extent practicable, Peet will address the recommendations and guidance provided in the ASX Corporate Governance Council's Corporate Governance Principles and Recommendations.

## 4 Recruitment, Selection and Promotion

- 4.1 Peet's recruitment, selection and promotion processes ensure that decisions are merit based and focus on selecting the best person for the role. Peet is an equal opportunity employer and is committed to the recruitment, selection and promotion of employees and directors from a diverse pool of qualified candidates.
- 4.2 Peet often utilises the services of professional recruitment firms, who are briefed to identify and assess candidates from a diverse pool and to avoid discrimination.

## 5 Learning & Development

- 5.1 Peet recognises that its single greatest asset is its workforce and is committed to supporting and encouraging the development of all employees. Employees are encouraged to have a development plan for review and monitoring to ensure their learning and development objectives are met. Leadership training is provided for emerging leaders at Peet to ensure their readiness for more senior level roles.
- 5.2 Peet has in place a Study Assistance and Training Policy that outlines its commitment to providing a positive learning environment, retaining a highly skilled workforce and supporting leadership capabilities. Such learning and development opportunities are particularly important in strengthening key talent within Peet.

## 6 Board Selection Process

- 6.1 Refer to the Nomination Committee Charter.

## **7 Measurable Objectives for Board to Achieve Gender Diversity**

- 7.1 In accordance with the Workplace Gender Equality Agency (**WGEA**) guidelines, the Board has established measurable objectives for gender diversity.
- 7.2 The Board will assess these objectives annually and will disclose its progress against the objectives in the annual Corporate Governance Statement.
- 7.3 The Company will lodge its annual WGEA report as required.

## **8 Parental Transitions and Flexible Working Arrangements**

- 8.1 Peet is committed to creating and maintaining a workplace environment conducive to accommodating the needs of employees with family and caring responsibilities. Peet's parental leave practices include leave for the birth of a child to a pregnant employee, leave for the birth of a child of an employee's partner, and leave for the adoption of a child.
- 8.2 Peet also aims to support those wishing to continue to develop their careers while balancing their non-work-related responsibilities. In accordance with the *Fair Work Act 2009* (Cth), Peet considers all reasonable requests for flexible working hours by employees who are parents, or have the responsibility of a child, who is under school age, or who is under the age of 18 and has a disability.
- 8.3 Peet has also implemented a Flexible Work Practices Policy, which applies more broadly across the Peet Group.

## **9 Procedures for Measuring Progress**

- 9.1 The Board sets measurable objectives for gender diversity at the Board, executive and whole company level, and Peet has adopted procedures to measure progress of the objectives. These include:
  - (a) board composition by gender;
  - (b) proportion of women in management positions;
  - (c) proportion of women in workforce;
  - (d) parental leave return rates; and
  - (e) employee performance review feedback and adherence to Peet's values.