



**IXUP Limited**

**Corporate Governance Policies**

**Diversity Policy**

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## 1. Diversity Policy

The Company is committed to actively managing diversity as a means of enhancing the Company's performance by recognising and utilising the contribution of diverse skills and talent from its Directors, officers and employees.

Diversity involves recognising and valuing the unique contribution people can make because of their individual background and different skills, experiences and perspectives, including persons with co-existing domestic responsibilities. Diversity may result from a range of factors including, but not limited to, gender, age, ethnicity, cultural background, religious beliefs, disability, gender identify, marital or family status socio-economic background and sexual orientation. The Company values the differences between its people and the contribution these differences make to the Company.

This policy is underpinned by the Company's values and Code of Conduct.

### 1.1 Role of the Board

It is the responsibility of the Board to foster an environment where:

- (a) individual differences are respected;
- (b) the ability to contribute and access employment opportunities is based on performance, skill and merit; and
- (c) inappropriate attitudes, behaviours and stereotypes are confronted and eliminated.

### 1.2 Objectives

The Company encourages diversity in employment, and in the composition of its Board, as a means of ensuring the Company has an appropriate mix of skills and talent to conduct its business and achieve the Company's goals.

Specifically, the Company will provide equal opportunities in respect to employment and employment conditions, including:

- (a) **Recruitment:** The Board will ensure appropriate selection criteria based on diverse skills, experience and perspectives is used when hiring new staff, including Board members. Job specifications, advertisements, application forms and contracts will not contain any direct or inferred discrimination. The Board is empowered to engage professional consultants to assist in the hiring process by presenting diverse candidates to the Company for consideration.
- (b) **Training:** All internal and external training opportunities will be based on merit and in light of Company and individual needs. The Board will consider senior management training and executive mentoring programs to develop skills and experience to prepare employees for senior management and Board positions.
- (c) **Career Advancement:** All decisions associated with career advancement, including promotions, transfers, and other assignments, will meet the Company's needs and be determined on skill and merit.

### 1.3 Achieving diversity

The Board will set measurable objectives that include appropriate and meaningful

benchmarks that are able to be monitored and measured, such as:

- (a) setting specific numerical targets for diversity in the composition of the board, senior executive roles and the workforce generally within a specified timeframe;
- (b) setting specific numerical targets for diversity in key operational roles within a specified timeframe with the view to developing a diverse pipeline of talent that can be considered for future succession to senior executive roles; or
- (c) if applicable, achieving specific targets for Gender Equality Indicators as defined in the Workplace Gender Equality Act 2012 (Cth).

Implementation of any measurable objectives will be disclosed to Shareholders via the Company's website and outcomes following the implementation of measurable objectives will be disclosed in its annual report.

#### **1.4 Work environment**

The Company will ensure that all officers, employees and contractors have access to a work environment that is free from harassment. The Company will not permit unwanted conduct based on an officer, employee or contractor's personal circumstances or characteristics.

The Board and senior managers are required to ensure that the work environment is harassment free, and to ensure that complaints or reports of sexual, racial or other harassment are treated seriously, confidentially, and sympathetically by the Company and in accordance with applicable legislation and regulations.

The Company may adopt flexible work practices when necessary in order to assist employees at all levels meet their domestic responsibilities.

#### **1.5 Recruitment**

The Company will ensure that recruitment, selection and promotion processes at all levels in the Company, including at the Board Level, are designed so that a diverse range of candidates are considered. The Company will ensure that:

- (a) recruitment and selection are based on merit;
- (b) the Company complies at all times with equal opportunity and anti-discrimination requirements;
- (c) the Company encourages management involved in recruitment to consider workplace diversity when making selection decisions;
- (d) the Company make its recruitment process accessible to a diverse range of candidates by advertising positions broadly and by using professional recruitment agencies where required; and
- (e) the Company considers programs and initiatives that assist in the development of a broader pool of skilled and experienced employees which, over time, will prepare them for senior executive and Board positions.

#### **1.6 Succession Planning**

The Board will be responsible for the development and succession planning process for the CEO and other senior executive roles. In discharging this responsibility, the Board will consider diversity as a relevant consideration.

## **1.7 Board Appointment Process**

The Board will consider all facets of diversity during the selection and appointment of new directors in order to ensure transparency and avoid “groupthink” or other cognitive biases in decision making. The Board will have regard to the following when appointing new directors:

- (a) whether the skills, expertise and background of the candidate add to and complement the range of skills, expertise and background of the existing directors;
- (b) diversity; and
- (c) the extent to which the candidate would fill a present need on the board

## **1.8 Reporting Responsibility**

It is the responsibility of all directors, officers and employees to comply with the Company's Diversity Policy and report violations or suspected violations in accordance with this Diversity Policy.

The Board will proactively monitor Company performance in meeting the standards and policies outlined in this Policy. This will include an annual review of any diversity objectives set by the Board, and progress in achieving them.

The Board will consider setting key performance indicators for the Board, the Managing Director, where applicable, and senior executives that are linked to the achievement of diversity objectives set by the Board.

## **1.9 Compliance with this Diversity Policy**

Any breach of compliance with this Diversity Policy is to be reported directly to the Chair. Anyone breaching this Diversity Policy may be subject to disciplinary action, including suspension or termination.

## **1.10 Review of Policy**

The policy will be reviewed periodically and updated as required to ensure it remains consistent with current law and practice. The latest version of this policy can be found on the Company's website.

**Date of last review: 30 June 2021 (effective)**