

Diversity & Inclusion

HR POLICY

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Diversity and Inclusion Policy

1. Purpose

1.1 The Quantem group of companies (**Quantem**) is committed to supporting and ensuring an inclusive work environment in which everyone is treated fairly, and with respect and dignity. Through the Diversity and Inclusion Policy (the **Policy**), Quantem aims to value and respect the diversity of our people, contractors customers, suppliers and communities looking to ensure a positive experience for all regardless of gender, race, religious or political views, sexual orientation, age and disability.

1.2 The Policy aims through its implementation to:

- Attract, retain and engage diverse employees from the widest possible talent pool, enhancing our approach to decision making and innovating for the future.
- Foster a culture that reflects our values of Safety, Leadership, Accountability, Partnering and Excellence.
- Empower individuals to work and grow together in an inclusive, safe and flexible way.
- Create a dynamic environment that leads to higher performance and greater employee engagement and satisfaction.
- Actively leverage the diversity of our workforce to anticipate the needs of our customers, our shareholders, our employees and the community.

2. Scope

2.1 This Policy is applicable to all employees, agents, contractors and consultants engaged by Quantem.

3. Roles and Responsibilities.

3.1 **Executive Leadership Team (ELT):** The ELT has direct accountability for the execution of the Diversity and Inclusion strategy and continues to focus on promoting the right values and behaviours to support the workforce in which colleagues feel empowered and encouraged to perform at their very best.

3.2 **Human Resources (HR):** HR is responsible for the monitoring and assessing on an annual basis the effectiveness of the Inclusion and Diversity strategy, policy and practices in ensuring that there is progress in achieving a diverse and inclusive workforce. HR is also responsible for the governance of diversity and inclusion at Quantem.

3.3 **People Leaders:** All people leaders are expected to foster an inclusive culture where individual differences are understood, respected, valued and promoted.

3.4 All employees, agents and consultants are expected to understand, respect, value and promote individual differences.

3.5 Supporting Policies:

Quantem's approach to diversity is supported by a range of policies, including:

- **Code of Conduct** – Quantem is committed to not only complying with its legal obligations, but also acting ethically and responsibly. Our Code of Conduct sets out the minimum standards of behaviour and conduct expected of all Quantem employees, contractors and consultants.
- **EEO, Discrimination and Harassment Policy** - supports equal employment in the workplace and eliminating unlawful discrimination and harassment in the workplace. Quantem also believes that all employees have a right to work in a productive environment in which discriminatory conduct or harassment of others is not tolerated.

- **Leave Policies** - A range of leave options are available to Quantem employees to ensure they have appropriate options for time off work. This includes annual leave, carers' leave, personal leave, parental leave, community leave, domestic violence leave and long service leave.
- **Flexible Workplace Arrangements** -The use of flexible working arrangements, commensurate with the needs of the business, can achieve a "win – win" situation for both employees and Quantem.

4. How does Quantem Promote Diversity and Inclusion?

4.1 In order to create an inclusive workplace that fosters diversity in all its forms, Quantem is focused on:

- **Training of Quantem employees** – Quantem is committed to ensuring that all its employees are trained on expected standards of behaviour, diversity, and equal opportunity. We believe that through training and awareness, that we can better support employees in ensuring that bias is eliminated at all levels.
- **Delivering on gender equality** – Quantem is committed to ensuring that gender is not a barrier to career opportunities and advancement. We ensure representation of all genders throughout all recruitment processes and are committed to pay equity. We believe that through gender balanced leadership and talent pipelines, we can better represent the needs of our customers and employees.
- **Attraction and retention** - Quantem is committed to ensure that our employees are representative of our community and therefore undertake that recruitment candidate pools have a diverse range of applicants.
- **Support for parents and carers** - Quantem is committed to ensuring equal access to parental leave for both men and women, so that everyone can fully participate at home and at work. Our approach to parental leave, provides a flexible suite of leave and support options for employees to support them to support their families. Similarly, we are committed to ensuring carers of all types are able to balance caring commitments alongside work.

4.2 These are supported by strong recruitment and selection practices, which strives to ensure bias (real or perceived, conscious or unconscious) is eliminated at all levels of the organisation (including external vacancies, restructures and promotion) regardless of employment type (fulltime, part time, casual, or contractor). Recruitment and selection practices are also designed to consider a balance of gender and other forms of diversity in the range of candidates.

4.3 Robust and regular measurement of the age profile of the organisation, take up of flexible work options, engagement and employee experience provide the checks in place which allow us to ensure a consistent experience for employees, regardless of their background.

5. Variations

This policy may be varied, amended, or replaced from time to time and will be subject to periodic review.