



## **Diversity Policy**

**Careteq Limited**

**ACN 612 267 857**

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## **1.0 APPROACH TO DIVERSITY**

- 1.1 Careteq Limited (**Company**) has a strong commitment to diversity and seeks to promote an inclusive culture where people are encouraged to succeed to the best of their ability.
- 1.2 The Company is committed to establishing and maintaining employee and Board diversity which recognises the strategic and personal advantages that arise from a workplace where decisions are based on merit and all employees are treated equally.
- 1.3 Diversity is about recognising and valuing the contributions of people from different backgrounds, with different perspectives and experiences. Diversity includes, but is not limited to, gender, age, ethnicity, cultural background, disability, marital or family status, religious beliefs, sexual orientation, socio-economic background, perspective, experience and gender identity.

## **2.0 PURPOSE OF POLICY**

- 2.1 The purpose of this Policy is to enable the Board to:
- (a) set measurable objectives for achieving gender diversity in the Board, at the Senior Executive level, and across the Company's workforce generally;
  - (b) annually review and assess those measurable objectives and the Company's progress in achieving them; and
  - (c) disclose the Company's progress in achieving them.
- 2.2 This Policy applies to all the Board and all employees of the Company and the Group.
- 2.3 This Policy is to complement existing employment related policies and documentation. This Policy does not form part of an employee's contract of employment with the Company or any of its Related Bodies Corporate, nor does it give rise to contractual obligations. However, to the extent that this Policy requires an employee to do or refrain from doing something, and at all times subject to legal obligations, this Policy forms a direction of the Company with which an employee is expected to comply.
- 2.4 To the extent practicable, the Company has adopted the recommendations provided in the ASX Corporate Governance Council's *Corporate Governance*

*Principles and Recommendations (4th Edition, 2019)* as amended from time to time (**ASX Principles**) and, in particular, the recommendations regarding diversity.

### **3.0 OBJECTIVES**

3.1 This Policy provides a framework for the Group to achieve:

- (a) a diverse and skilled workforce, leading to continuous improvement in service delivery and achievement of corporate goals;
- (b) a workplace culture characterised by inclusive practices and behaviours for the benefit of all staff;
- (c) improved employment and career development opportunities for women;
- (d) a work environment that values and utilises the contributions of employees with diverse backgrounds, experiences and perspectives through improved awareness of the benefits of workforce diversity and successful management of diversity; and
- (e) awareness in all staff of their rights and responsibilities with regards to fairness, equity and respect for all aspects of diversity.

3.2 This Policy does not impose on the Group, its directors, officers, agents or employees any obligation to engage in, or justification for engaging in, any conduct which is illegal or contrary to any anti-discrimination or equal employment opportunity legislation or laws in any state or territory of Australia or of any foreign jurisdiction.

### **4.0 BENEFITS OF DIVERSITY**

4.1 The Company values the competitive advantage that diversity. The Company understands that promoting diversity can enrich the Company's perspective, improve corporate performance, increase Shareholder value and maximise the probability of achievement of the Company's goals.

4.2 The Company's commitment to diversity means that it works continuously to ensure an environment that is supportive of equal opportunity and equal access to career development, remuneration and benefits through the implementation of practices, procedures and policies which support, among other matters, diversity.

4.3 Embracing diversity in the workforce enables the Company to:

- (a) attract, retain and motivate employees from the widest possible pool of talented candidates;
- (b) create a culture that embraces diversity and that rewards people who act in accordance with this Policy;
- (c) develop and retain an appropriate skills base in the Company;
- (d) 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 in the Company;
- (e) motivate employees; and
- (f) better represent the diversity of all stakeholders.

## **5.0 STRATEGIES**

- 5.1 Diversity related measurable objectives for the Company and its controlled entities will be set and reviewed on an annual basis by the Nomination and Remuneration committee of the Board.
- 5.2 As part of the Company's diversity strategy, the Company will prepare an annual demographics report that incorporates key metrics including:
  - (a) diversity measures against key metrics including pay rate, job level (including director and senior management), turnover and new hires;
  - (b) reporting the uptake or success of the programs and identifies improvement strategies;
  - (c) tracking diversity measures overtime;
  - (d) assessing any employee survey results.
- 5.3 The Board will be responsible for monitoring and evaluating the implementation of the long-term plan and the various initiatives contemplated by the plan.
- 5.4 The Board will review the progress of the Company's diversity strategy on at least an annual basis including the Company's objectives for achieving gender diversity and the Company's progress in achieving those objectives.

## 6.0 COMPLIANCE

6.1 The Company is committed to the transparent implementation of its obligations under the ASX Principles with respect to diversity, as demonstrated by the following actions:

- (a) establishing this Policy as a compliant policy under ASX Principles Recommendation 1.5 by:
  - i. establishing measurable objectives for achieving gender diversity;
  - ii. the Board assessing annually the measurable objectives for achieving gender diversity and the progress towards achieving them;
- (b) disclosing this Policy or a summary of it on the corporate governance page on the Company's website in accordance with the ASX Principle 1.5;
- (c) making disclosure in its annual report, and in accordance with ASX Principle 1.5 regarding:
  - i. the measurable objectives for achieving gender diversity set by the Board in accordance with the terms of this Policy;
  - ii. the Company's progress towards achieving those measurable objectives;
  - iii. the proportion in the Company and the Group of female employees at each employee level, particularly females in Senior Executive positions;
- (d) aiming to have each gender comprise at least 30% of the Board by the end of 2024; and
- (e) making disclosure in its annual report, and in accordance with ASX Principle 2.2, of the mix of skills and diversity that the Board is looking to achieve in the composition of the Board.

6.2 The Company Secretary will assume the responsibility to ensure that the Company meets its compliance and reporting obligations, including by collecting and collating all relevant data and ensuring that management processes and systems are adequate and effective for such reporting obligations to be met.

## **7.0 MONITORING AND EVALUATION**

7.1 The Board, with the assistance of the Company Secretary, will monitor the scope and currency of this Policy.

## **8.0 COMMUNICATION**

8.1 The Company commits to the communication of this Policy within the Company and to its shareholders and the market, including via the corporate governance page on its website so as to demonstrate transparency and accountability and to better promote the prospects of attainment of the measurable objectives.

## **9.0 REVIEW OF THIS POLICY**

9.1 This Policy will be reviewed regularly by the Company Secretary to ensure that it is operating effectively, having regard to the changing circumstances of the Company.

9.2 Any amendments to this Policy must be approved by the Board by resolution. Any changes to the Policy will be communicated by the Company to its staff, its shareholders, and the market.

9.3 All new management or other relevant staff will be provided with a copy of this Policy as part of their induction into the Company. Any updates or amendments as approved by the Board will be notified to the appropriate officers and staff by the Company Secretary and corresponding updates and amendments will be made to this Policy and contained on the corporate governance page on the Company's website.

## **10.0 APPROVED AND ADOPTED**

10.1 This Policy was approved and adopted by the Board on 22<sup>nd</sup> October 2021