

Purpose and Scope

Coventry Group Ltd (CGL) is committed to a work environment that values and promotes diversity and inclusion. By encouraging and fostering equal opportunity, diversity and inclusion, CGL aims to attract and retain people with the best abilities and attributes to ensure we sustainably deliver value to our shareholders, customers, suppliers and communities in which we operate.

This policy provides the framework by which CGL manages and encourages diversity and inclusion across the organisation.

This policy applies to any person who works for CGL, whether as a direct employee, trainee, apprentice, outworker or work experience student; contractor/sub-contractor and their employees, or an employee of a labour hire company assigned to work for CGL.

The CEO is ultimately the owner of this policy and therefore responsible for ensuring the principles within it are accepted and adhered to at all times.

Definitions

Worker	Includes any person who works for CGL as a direct employee, trainee, apprentice, outworker or work experience student; contractor/sub-contractor and their employees, or an employee of a labour hire company assigned to work for CGL.
Equal Employment Opportunity	All people will be treated equally or similarly and not disadvantaged by prejudices or bias. This means that the best person for a job or a promotion is the person who earns that position based on qualifications, experience and knowledge.
Diversity	Refers to the visible and invisible differences that exist between people, including but not limited to; gender, culture, race, ethnicity, physical impairment, sexual orientation, age, language, religion, nationality and family or marital status.
Inclusion	Inclusion refers to ensuring that employees are provided equal opportunity without any barriers due to their differences.
Work Environment	Anywhere work is conducted, or when workers are representing CGL, whether on a CGL, customer or supplier site. In addition, this includes work functions (including social functions) related to or organised by CGL.

Policy

CGL is committed to:

- ensuring recruitment and selection practices at all levels across the organisation comply with relevant legislation and also reflect the principles of diversity and inclusion;
- creating a work environment and culture that values and utilises the contributions of employees from all backgrounds, experiences and perspectives;
- creating a work environment where discrimination, harassment, vilification and victimisation are not tolerated.
- ensuring that development, promotion and talent management practices are inclusive and provide equal opportunity for all people;
- ensuring that all decisions regarding remuneration and entitlements are made on the basis of job performance and merit only;
- recognising that all workers may have domestic responsibilities and, where possible adopt flexible work practices, which assist them to meet those responsibilities.

CGL will periodically review this policy and its diversity and inclusion programs and initiatives across the organisation to ensure that these are operating effectively. Where possible, additional initiatives will be implemented, aimed at fostering and promoting diversity and inclusion.

Associated Documents

- HR 100 Code of Conduct
- HR 101 Prevention of Discrimination Bullying and Harassment Policy
- HR 102 Grievance Policy
- HR 106 Recruitment and Selection Policy
- HR P 200 Flexible Work Procedure Australia
- HR P 201 Flexible Work Procedure New Zealand

Policy History

<u>Description</u>	<u>Reference #</u>	<u>Date</u>	<u>Authority</u>
Original Policy	HR 700 00	May 2004	Unknown
Revision #1	HR 700 01	May 2015	Board
Diversity Policy re-write	HR 001 03 (R 2.0)	May 2018	ELT
Document Control	HR 103 (R 2.1)	June 2018	ELT
Logo & CLT Ref	HR 103 v3	May 2020	CLT
Revision	HR 103 v4	Oct 2020	Board
Next Review Due		Oct 2022	

