

Diversity Policy

Intent

The Assetlink Group (“Assetlink”) incorporating Assetlink Services Pty Limited, AssetFuture Pty Limited and AssetProjects Pty Ltd is committed to encouraging and embracing diversity across all levels of the organisation. The intent of the Diversity Policy is to raise and maintain awareness of diversity best practice and principals, to promote company operations that foster inclusion of all team members.

Principles

- Assetlink recruitment and selection procedures are fair and transparent. Applicants are assessed on demonstrated skills, experience, competency and culture fit. Applicants will never be assessed on irrelevant criteria such as gender, age, nationality, or religion, except in the following circumstances.
 - Where specific gender is required e.g. where a male team member is specifically required to service male toilets; or where a female is targeted to even a gender imbalance (e.g. at executive or senior manager level);
 - Where age restrictions are imposed by law, such as minimum age requirements to hold a security licence;
 - Where a non-citizen has no Australian work rights.
- Assetlink respects the rights of all team members and adopts practices that support a broad range of individual needs to foster long-term, sustainable working relationships. Examples include allowing leave for religious holidays; offering a range of shifts to accommodate religious beliefs, tertiary education commitments, or child-caring responsibilities; and providing flexible work arrangements, e.g. upon return from parental leave.
- Assetlink commits to train all managers, supervisors and leaders on EEO principles, anti-discrimination and the Fair Work Act.
- All Assetlink team members receive training on harassment and bullying upon commencement and every two years as a minimum.
- Assetlink commits to regular monitoring of diversity measures, including gender pay equality reporting; age profile reporting; and feedback on prevalence of discrimination, harassment and bullying via engagement surveys and exit surveys.
- Assetlink commits to providing resources to meet our diversity goals.

RACI

Responsible	All managers, supervisors and decision makers are responsible for upholding the principles contained in this policy.
Accountable	The final authority for this policy lies with the Managing Director.
Consulted	The Manager of People and Culture must be consulted for any proposed changes to this policy.
Informed	Changes to this policy should be communicated to supervisors and managers.

Operation

- Recruitment and Selection - All hiring managers must refer to Assetlink’s Recruitment Policy and Procedures to ensure selection processes are both transparent and non-discriminatory. All job

advertisements must be written to attract both genders, with the goal of having a 50/50 split between women and men applicants.

- Promotions - All promotions are based on merit. Where reasonable to do so, Assetlink will make modifications to accommodate individual needs to eliminate barriers to promotion e.g. flexible work hours, telecommuting.
- Gender pay analysis – Assetlink’s annual remuneration review will include a gender pay analysis, with measures taken to address any identified imbalances.
- Talent Management Process – Assetlink conducts an annual Talent Management Process, to formally identify high potential talent and conduct succession planning. Through this process, the Company will compare ratings of male and female team members and ensure any disparities are analysed.
- Exit surveys – Assetlink’s exit surveys compile data on incidence of discrimination and harassment in the workplace. Any identified hot-spots will be monitored and addressed.
- Continuous learning – All leaders are trained via Leader Ready courses in EEO, anti-discrimination and the Fair Work Act. Leaders are encouraged to utilise ‘unconscious bias’ testing (available on the LMS). All team members receive harassment training upon commencement and at least every two years.
- Inclusive culture – Assetlink proactively supports a culturally diverse workforce, for example, by providing toolbox talks in multiple languages and language conversion options on the intranet. Assetlink publicly supports and recognises cultural celebrations such as NAIDOC Week.

End of Policy