

# Diversity Policy

**ELMO Software Limited**

ACN 102 455 087

## 1 Purpose

- 1.1 At ELMO Software Limited (the **Company**), we value diversity and equal opportunity. We aim to ensure that our workforce, including our board of directors (**Board**), is made up of individuals with diverse skills, values, backgrounds and experience to the benefit of the Company.
- 1.2 Diversity assists us to achieve our objectives and deliver outcomes for our stakeholders, by enabling us to attract, retain and motivate the most suitably qualified and experienced individuals to our workforce.

## 2 Scope

- 2.1 This policy (**Policy**) applies to all directors, employees and consultants, whether full-time, part-time, casual or temporary.

## 3 Effect of the Policy

- 3.1 This Policy sets out the guidelines by which the Company will endeavour to increase diversity throughout the Company.
- 3.2 The contents of this Policy, to the extent that they impose obligations on the Company, do not constitute contractual terms, conditions or representations.

## 4 Diversity

- 4.1 Diversity refers to characteristics such as age, gender, sexual orientation, gender identity, marital or family status, cultural background, race, religion, disability and ethnicity.
- 4.2 The Company will not discriminate against individuals on any of the following grounds:
- Gender
  - Race
  - Relationship status
  - Impairment
  - Pregnancy
  - Religious belief or activity
  - Parental status
  - Political belief or activity
  - Family responsibilities
  - Trade union activity (or inactivity)
  - Breastfeeding
  - Lawful sexual activity
  - Age
  - Ethnicity or cultural background
  - Irrelevant criminal record
  - Irrelevant medical record
  - Gender identity
  - Physical features
- Association with or relation to a person identified on the basis of an attribute associated with any of the above grounds.

## **5 Statement of principles**

5.1 The Company is committed to:

- (1) equality of opportunity throughout our organisation;
- (2) recruiting and retaining the best candidates for positions; and
- (3) treating individuals with respect.

5.2 The Company cannot and will not tolerate discrimination, harassment, vilification or victimisation in the workplace.

5.3 The Company recognises that employees (male and female) at all levels may have domestic responsibilities, and it will, to the extent practicable, use its reasonable endeavours to assist those persons meet those responsibilities.

## **6 Responsibilities**

### **6.1 Board responsibilities**

The Board will ensure that as part of its Board selection policy, recruitment and selection practices at Board level are appropriately structured so that a diverse range of candidates are considered and that there are no conscious or unconscious biases that might discriminate against certain candidates.

### **6.2 Responsibilities of management**

- (1) Management will use its reasonable endeavours to ensure that all recruitment and selection practices of employees and consultants are appropriately structured so that, to the extent practicable given the circumstances of the role and the jurisdiction in which that role is to be filled, a diverse range of candidates are considered and that there are no conscious or unconscious biases that might discriminate against certain candidates.
- (2) To the extent practicable, management will use its reasonable endeavours to adopt flexible work practices that will assist employees to meet their domestic responsibilities.
- (3) The Board, or an appropriate committee of the Board, will implement a reporting framework that will ensure that relevant members of management report to the Board on diversity, and in particular gender and diversity amongst employees and consultants so that the Board can monitor the Company's commitment to diversity principles.

## **7 Changes to this Policy**

7.1 The Company reserves the right, at its absolute discretion, to change this Policy from time to time as it considers necessary.

7.2 Any changes to the Policy will be posted on the Company's internal website.

## **8 Contacts**

8.1 If you have any queries about this policy, please contact the Company Secretary.

Adopted on 5 June 2017.