



Diversity and Equity Policy

Waterco Limited

Adoption date: 1 July 2020

1. INTRODUCTION

1.1 ASX Recommendations

This policy has been drafted in accordance with the ASX Recommendations. In particular, this policy satisfies Recommendation 1.5 which requires a listed entity to have a diversity policy.

1.2 Purpose of the policy

- (a) The Company has a strong commitment to diversity and is very proud of the fact that its current workforce is comprised of individuals with different skills, values, experiences, backgrounds and attributes.
- (b) The Company is committed to achieving inclusion at all levels of its organisation, regardless of gender, marital or family status, sexual orientation, gender identity, age, disabilities, ethnicity, religious beliefs, cultural background, socio-economic background, perspective and experience.
- (c) As an organisation operating within a diverse national and international community, the Company endeavours to continually develop, adopt and improve its policies, practices and ways of working that support diversity (including diversity across gender, age, ethnicity, sexuality, religious beliefs, and cultural background).

1.3 Who does the policy apply to?

This policy applies to Waterco Limited.

1.4 Definitions

- (a) **ASX** means the Australian Securities Exchange.
- (b) **ASX Recommendations** means ASX Corporate Governance Principles and Recommendations (4th Edition).
- (c) **Board** means the board of directors of Waterco Limited.
- (d) **Company** means Waterco Limited ACN 002 070 733.
- (e) **Employees** means any person employed by Waterco Limited on a full-time, part-time or casual basis.
- (f) **Remuneration Committee** means the remuneration committee of the Board.

2. POLICY

2.1 The Company recognises:

- (a) that diversity enriches our business, brings fresh ideas and perspectives, increases shareholder value, maximises our competitive advantage and increases the Company's ability to attract, retain and motivate Employees from the widest possible pool of available talent;
- (b) that all individuals have the right to be treated equitably and with a level of mutual respect and integrity, enabling them to reach their full potential;
- (c) the need for balanced representation of both women and men at all levels, and in key organisational and management decisions; and
- (d) the fact that we work with and within culturally and linguistically diverse communities should be reflected in our workforce and organisation practices.

2.2 The Company is committed to:

- (a) providing an inclusive workplace in which everyone has the opportunity to fully participate and is valued for their distinctive skills, experiences and perspectives;
- (b) promoting the principles of merit and fairness when making decisions about recruitment, development, promotion and remuneration;
- (c) actively managing diversity by developing strategies, initiatives and programs to foster equity, mutual respect and dignity;
- (d) creating an environment which is free from discrimination and any kind of harassment, vilification, bullying or victimisation; and
- (e) maintaining systems and processes to assist in managing complaints relating to breaches of this policy so that all Employees feel confident that allegations will be investigated and dealt with in a confidential, professional and objective manner.

3. KEY STRATEGIES

3.1 To ensure the achievement of this policy, the Company will charge the Company's Human Resources Manager with responsibility for achieving the outcomes within this policy and developing programs containing active initiatives that:

- (a) encourage all Employees to make their particular and valuable contributions to the workplace;
- (b) provide support for family and personal choices (including but not limited to maternity / paternity leave arrangements and religious observances);
- (c) ensuring that the recruitment and selection practices at all levels of the Company are appropriately structured so that a diverse range of candidates are considered;
- (d) encourage the recruitment and participation of members from the two target groups:

- (i) women; and
- (ii) people from different cultural backgrounds;
- (e) prevent discrimination in the:
 - (i) advertising of jobs;
 - (ii) type of application forms used for prospective applicants;
 - (iii) interview and selection process, including guarding against any conscious or unconscious biases that might discriminate against certain candidates;
 - (iv) terms and conditions of employment which are afforded to Employees;
 - (v) policies and procedures utilised for determining the entitlements of Employees to various benefits; and
 - (vi) procedures used in reviewing and assessing the performance of an Employee; and
- (f) encourage a high level of female participation across the organisation including among senior management and the Board through succession planning, career development, mentoring and networking programs.

4. RESPONSIBILITIES

4.1 All Employees share the responsibility for ensuring proper standards of conduct are upheld in the workplace. Management and Employees must collaborate to ensure the achievement of this policy:

- (a) **Board:** responsible for overseeing this policy and related strategies, initiatives and programs to ensure diversity and equity throughout the Company's activities. The Board must set measurable objectives for achieving gender diversity in accordance with the ASX Recommendations.
- (b) **Remuneration Committee:** responsible for assessing the achievement of gender diversity against measurable objectives set by the Board, including the representation of women at all levels of the organisation. The Remuneration Committee must report to the Board on an annual basis.
- (c) **Managers:** responsible for understanding their role in promoting diversity within the organisation, communicating and implementing policies and procedures effectively and working with Employees to integrate the values of diversity into employment practices. Managers are responsible for the prevention of discriminatory, harassing and vilifying behaviour in the areas or activities for which they are responsible.
- (d) **Employees:** responsible for understanding this policy and incorporating it into their daily work practices. Required to treat colleagues, subordinates and external contacts equitably and with respect (which includes familiarising themselves with local culture, etiquette, protocol and communication techniques while working in foreign geographic regions). Expected to report any incidence of sexual harassment from another Employee or from an

external person with whom they have had contact because of work.

5. DISCIPLINARY ACTION

- 5.1 The Company does not tolerate non-inclusive behaviour, discrimination, harassment, vilification or victimisation and upholds the law aimed at preventing vicarious liability. Disciplinary action, which may include dismissal, will be taken against anyone found to be in breach of this policy.
- 5.2 Complaints of discrimination will be treated seriously and will be attended to promptly and confidentially. Utmost care will be taken to investigate complaints by recognising the rights of all parties involved and to resolve complaints impartially.
- 5.3 If you consider that you have been the subject of discrimination and wish to contact someone about it and/or register a complaint, the sources of consultation are your Manager, Supervisor, or Human Resources Manager. For a complaint to be formal, it must be in writing.

6. REVIEW

The Board will periodically review this policy to ensure that it is operating effectively and assess whether any changes are required.

7. REFERENCES

- 7.1 Statement of values
- 7.2 Whistleblower policy
- 7.3 Code of conduct
- 7.4 Remuneration Committee charter