



## DIVERSITY POLICY

Link Administration Holdings Limited ("Company")

ABN 27 120 964 098

### 1. Scope

This diversity policy applies to the Company's board of directors ("**Board**"), officers, employees and consultants ("**Personnel**").

### 2. Purpose

The Company recognises workplace diversity as an integral part of how we operate and is imperative to our success. Workplace diversity recognises our individual differences, including differences in gender, ethnicity, sexual orientation, age, physical abilities, family status, religious belief, perspective and experience.

Our business policies, practices and behaviours promote workplace diversity and equal opportunity and create an inclusive and collaborative environment where individual differences are valued and all Personnel have the opportunity to realise their potential and contribute to the Company's success.

### 3. What is Workplace Diversity?

Workplace diversity recognises and values the contribution of all Personnel and recognises and values individual differences. At the Company, workplace diversity means:

- an inclusive workplace that embraces individual differences;
- a workplace that is free from discriminatory behaviours and business practices including discrimination, harassment, bullying, victimisation and vilification;
- equitable frameworks and policies, processes and practices that limit potential bias;
- fair and effective processes for the appointment of Personnel;
- awareness of different needs of employees;
- the provision of flexible work practices and policies to support employees; and
- attraction and retention of a diverse range of talented people.

The Company aspires to have a diverse workplace, and aims to develop a workplace diversity framework and embed workplace diversity within its systems and culture.

### 4. Board's Responsibilities

The Board is responsible for oversight of the implementation of this policy and monitoring its effectiveness. The Board recognises that it must provide guidance to management on the promotion of diversity within the Company.

### 5. Human Resources and Remuneration Committee's Responsibilities

The Human Resources and Remuneration Committee is responsible for reviewing this diversity policy and will provide the Board with an annual report on the status of workplace diversity within the Company and the effectiveness of the measurable objectives including for achieving gender diversity.

## **6. Measureable objectives**

The Board will adopt measureable objectives to assist the Company to achieve diversity, including but not limited to gender diversity, and review the Company's progress in meeting these objectives and the effectiveness of these objectives each year. The Human Resources and Remuneration Committee is responsible for recommending such measureable objectives to the Board in light of the Company's general selection policy for Personnel.

The Human Resources and Remuneration Committee will report to the Board on the Company's progress towards achieving its measurable objectives each year. This report will include a review of the relative proportions of men and women at all levels in the organisation.

**September 2015**