

Intega Group Limited

Diversity and Inclusion Policy

APPROVED BY THE BOARD 25 JUNE 2021

BRIEF DESCRIPTION

Intega Group Limited (“Intega”) recognises the unique characteristics that each employee brings to their work and the workplace environment. Diversity and inclusion are the foundation to build a workplace that promotes respect, fairness and equity for all employees.

Workplace diversity and inclusion at Intega is about recognising the many forms that diversity can take, ranging from (but not limited to):

- Work background;
- Work experience;
- Age;
- Race, ethnicity, language and cultural background;
- Gender identity
- Education;
- Sexual orientation;
- Family structure, marital status and personal commitments;
- Physical abilities;
- Political beliefs, thoughts and worldview;
- Religious beliefs;
- Socio-economic background;
- Life experience; and
- Personality.

Workplace diversity and inclusion at Intega is about recognising our staff’s differences to foster a workplace environment that engages and promotes value in utilising our staff’s diverse backgrounds, experiences and perspectives resulting in innovation, new ideas and views.

Most importantly, the cornerstone of Intega’s diversity and inclusion policy is to create a workplace that is free from bullying, harassment, vilification and discrimination and to create a diverse workforce by fostering an environment of mutual learning, respect and appreciation of differences.

Diversity – valuing differences

Intega acknowledges the positive outcomes and better overall performance that can be achieved through a diverse workplace, including the ability to attract, retain and motivate directors, officers and employees from the widest possible pool of available talent. By recognizing and welcoming diversity Intega enables individual employees to achieve success in a supportive, safe and harmonious environment by encouraging balance between work and personal responsibilities.

All Intega businesses (Divisions, Portfolio Companies) are committed to a policy of equal opportunity in employment. Intega accepts, as a market leader, that it has a responsibility to create a workplace environment that is free from discrimination and embraces diversity. Intega strives to ensure that quality and virtue are values that operate throughout the organization unobstructed by regard to inappropriate criteria. Intega is committed to providing an environment that is inclusive, supportive, respectful and welcoming and which accepts differences and values diversity.

This policy will be reviewed at annually by the board of Intega (Board) to ensure that it is operating effectively and whether any changes are required.

Legislative framework

At Intega it is expected that all employees, whilst acting in the course of their employment treat others with courtesy, integrity, respect and without harassment. At all times, Intega employees' behaviour must uphold the Intega Code of Conduct. In doing so, Intega recognises that the following Commonwealth legislation provides the general legal framework supporting diversity and inclusion in the workplace:

- *Workplace Relations Act 1996;*
- *Sex Discrimination Act 1984;*
- *Racial Discrimination Act 1975;*
- *Age Discrimination Act 2004;*
- *Australian Human Rights Commission Act 1986;*
- *Work Health & Safety Act 2011;*
- *Disability Discrimination Act 1992;*
- *Workplace Gender Equality Act 2012.*

Intega's commitment to achieving diversity and inclusion

People are at the core of our business. What we do is important, how we do it is more important. Building a workplace based on respect, trust and integrity is essential to maintain fairness and equity.

Intega's commitment to achieving diversity is by improvements in attracting and retaining staff from diverse backgrounds. This is strengthened through Intega's corporate social responsibility to stimulate a workplace culture of awareness, respect and endeavouring to eliminate bullying, discrimination, harassment, sexual harassment and vilification.

To achieve a diverse and inclusive culture within Intega, Intega will:

- Reward employees completing the same job, (i.e. within the same job profile and level) fairly and consistently using our Same Job, Same Pay philosophy;
- Assess work and promote advancement based on merit, skill, knowledge and accountability in the context of market factors and performance;
- Review people management processes regularly to ensure fair and equitable outcomes;
- Complete a gap analysis (e.g. the gender pay gap) to ensure priority is placed on underrepresented or vulnerable groups or individuals;
- Comply with international, national and local regulatory requirements for diversity reporting;
- Build teams with a diversity of people, views, opinions and perspectives in our operations;
- Ensure that recruitment and selection practices at all levels are appropriately structured so that a diverse range of candidates are considered and guarding against any conscious or unconscious biases that might discriminate against certain candidates;
- Provide employees with a range of training options for advancement and professional development;
- Build a safe work environment by taking action against inappropriate workplace behaviour that does not value diversity including discrimination, harassment, bullying, victimisation and vilification;
- Ensure all employees complete the Workplace Behaviours e-learning module;
- Ensure that our talent processes, practices and systems are not exclusionary and that all individuals have an equal opportunity to participate;
- Commit to championing diversity and inclusion programs;
- Develop flexible work practices to meet the differing needs of our employees;
- Provide opportunities for employees on extended parental leave to maintain their connection with the workplace;
- Foster a culture where employees affected by domestic and family violence are supported in the workplace;
- Ensure the policy for selection and appointment of new directors is transparent and considers all facets of diversity to avoid "groupthink" or other cognitive biases in decision making;
- Ensure development and succession plans for directors and senior management include gender diversity as a relevant consideration;

- Monitor and measure the achievement of all diversity objectives set by the Board;
- Consider whether key performance indicators for senior management might be an appropriate way of furthering gender diversity objectives; and
- Incorporate diversity into our business practices such as corporate social responsibility initiatives which aim to improve the quality of life of our workforce, their families and the communities in which we operate.

Intega's mandate to diversity and inclusion

Everyone at Intega is responsible for building, embracing and promoting diversity and inclusion. This applies to the Board of Directors, all Intega staff, contractors, suppliers, consultants, temporary staff and all employees of entities within the Group.

All employees must abide by the Code of Conduct and maintain the highest standard of professional behaviour with clients, colleagues and visitors.

Discrimination, harassment, sexual harassment, vilification, bullying and/or workplace violence is not tolerated at any level of the business or by anyone.

Any breach of this policy will be dealt with seriously and may result in disciplinary action or termination of employment.

Intega employees and employees of associated entities of Intega receive annual training of workplace behaviours and expectations. All staff have confidential access to Intega's dedicated legal team as well as access to the independent Whistleblower Hotline.

Senior management has the responsibility to:

- annually set measurable objectives for achieving gender diversity in the composition of its Board, senior management and workforce generally (Objectives) and, where appropriate, other aspects of diversity including in respect of women in leadership, age diversity and cultural diversity;
- assess annually Intega's progress in achieving the Objectives; and
- disclose:
 - the Diversity and Inclusion Policy on Intega's website;
 - the Objectives set for the relevant reporting period and Intega's progress in achieving the Objectives in Intega's annual report; and
 - the respective proportions of men and women on the board, in senior executive positions and across the whole workforce (including how the entity has defined "senior executive" for these purposes) or the entity's Gender Equality Indicators, as defined in the Workplace Gender Equality Act 2012 (Cth).

The Board has responsibility for this policy, including its regular review and the monitoring of its effectiveness.

Glossary

BULLYING is where an individual or group of individuals repeatedly behaves unreasonably towards a worker, or a group of workers; and that behaviour creates a risk to health and safety.

CORPORATE SOCIAL RESPONSIBILITY is a commitment by the business to improve the quality of life of the workforce, their families and the local community and society at large and to behave ethically and contribute to economic development and environment protection.

DISCRIMINATION is when a person, or a group of people, are treated less favourably than another person or group in similar circumstances.

INCLUSION is the action or state of including or being included within a group.

HARASSMENT is behaviour which is unreasonable, uninvited and unwelcome that a reasonable person would consider: offends, humiliates, intimidates or threatens another person, or makes our workplace uncomfortable and hostile for other employees.

SAME JOB, SAME PAY PHILOSOPHY means that both women and men are paid fairly for the work they perform. They receive equal pay for work of equal or comparable value. Same Job, Same Pay is not just about equal wages but takes into account discretionary pay, allowances, performance payments, merit payments, bonus payments and other benefits.

SEXUAL HARASSMENT is unwelcome or uninvited behaviour of a sexual nature which makes a person feel humiliated, intimidated or offended.

VILIFICATION is as a public act that could incite or encourage hatred, serious contempt or severe ridicule towards people because of personal characteristics that are protected by law.