

Skilligence [ABN 12 600 600 164]

Diversity, Equity, Inclusion & Belonging Policy

*Diversity is having a seat at the table; inclusion is having
a voice and belonging is having that voice be heard*



OVERVIEW

Skilligence Pty Ltd and its subsidiaries (“the Company”) are committed to creating a practice of establishing a diverse, equitable and inclusive workplace where employees, our customers and the community feel like they belong. DEIB is the base to build on.

POLICY

The Diversity Policy reflects the Company’s commitment to create a workplace that supports diversity and equity, is fair and inclusive and to build a workforce which embraces the diversity of our customers, employees and community and allow each to be heard

The Company supports a workplace where employee differences.

The Company supports a culture which promotes flexibility and work life balance. This support is demonstrated by providing flexible work options to encourage employees to balance work and family needs. The Company recognises that having flexible working arrangements, supports females in particular when returning to the workplace after parental leave and balancing childcare responsibilities.

PURPOSE

The Diversity Policy provides guidance for the development and implementation of relevant plans, programs, and initiatives to recognise and promote workforce diversity, inclusion, equity and belonging across the Company.

SCOPE

The policy applies to all employees in Australia and the board of directors of the Company.

DEFINITIONS

Diversity: refers to the demographics, including gender, age, ethnicity, race, sexual orientation, location, nationality, disability, status and more.

Equity: means that every employee receives equal opportunities, is treated fairly and has the resources they need to succeed in their job, regardless of their background.

Inclusion: an inclusive environment means that all employees are treated with respect and care, despite any differences and made to feel welcome, valued and heard.

Belonging: All employees should feel accepted, valued and heard at work. Belonging is about fostering psychological safety in team situations, where every team member is



comfortable expressing themselves without fear of judgement or retribution. Regardless of how long an employee has been in the Company or team, they should feel welcome and needed and receive the same comradery and opportunities as anyone else.

COMMITMENT

The Company is committed to:

- Supporting a culture which promotes flexibility and work life balance. This support is demonstrated by providing flexible work options to encourage employees to balance work and family needs. The Company recognises that having flexible working arrangements, supports females in particular when returning to the workplace after parental leave and balancing childcare responsibilities.
- Ensuring all recruitment activities are free from bias and allows equal opportunity to all.
- Where possible and based on merit maximise the opportunities to bridge gaps in gender diversity and monitor and report on the progress

Ensure all employees are giving a voice, are heard and are not subjected to bias or discrimination.

OBJECTIVES

The Company objectives are:

- Promote a workplace culture that supports diversity, equity, inclusion and belonging throughout the entire employment lifecycle.
- To provide fair and equitable access to the Company's professional development courses, to ensure we have a pipeline of upcoming leaders with a focus on the participation of women
- Build recruitment and selection practices which recognise the importance of diversity to ensure we select the appropriate person each and every time based on merit
- Identify areas within the business which are under-represented by women, and put plans in place to address areas of under representation
- Ensuring that all employees have access to the same opportunities and that they are treated fairly



- Building a work environment where everyone's thoughts, ideas and perspectives matter
- Ensuring our employees feel accepted as members of a group, valued and connected with the Company, its values and vision.

ROLES AND RESPONSIBILITIES

The Board, the CEO and the Executive Team will be responsible for ensuring practices and activities undertaken within the Company adhere to DEIB objectives.

Annually:

- We will submit a report to WGEA
- We will provide a report to the board on various DEIB objectives, metrics and initiatives
- Ensure all employees participate in a DEIB survey and track gaps and initiatives and work to close any identified gaps based on the feedback.

PROGRAMS AND INITIATIVES TO SUPPORT DIVERSITY

The Company offers a number of training initiatives to encourage and support diversity in the workplace, and include:

- Diversity & Equal Employment Opportunity awareness training, as part of our onboarding process.
- Recruitment process that encourages the management team to source and promote diversity, both vertically and horizontally within our teams, based on skill and merit.
- Leadership and compliance training programs to ensure all managers are equipped to manage diversity and are appropriately skilled to manage their teams effectively.
- Flexible working arrangements, which support females in particular when returning, back into the workplace after parental leave.

OTHER POLICIES

Employees are encouraged to read this policy in conjunction with other relevant Company policies, including:

- Code of Conduct;
- Equal Employment Opportunity and Anti-Discrimination Policy;
- Flexible Working Policy;



- Workplace Anti-Bullying & Anti-Harassment Policy.

REVISION & PUBLICATION

The Board will formally review and approve the Policy every two (2) years. A copy of this Policy will be available to all employees and will be available on the Company's website

DOCUMENT CONTROL

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