



# ***Diversity Policy***

Owner	Board of Directors			
Policy (including changes) approved by	Board of Directors			
Direct questions on Policy to	Company Secretary/Director of HR			
Policy to be reviewed no later than	31 July 2020			
Publication	Public			
Status	Approved & Adopted			
Version control	Date	Version	Nature of Change	Approved by
	26.07.18	1.3	Review	Board

# Contents

<b>1</b>	<b>Policy Statement</b> .....	<b>3</b>
<b>2</b>	<b>Scope &amp; Application</b> .....	<b>3</b>
<b>3</b>	<b>Definitions</b> .....	<b>3</b>
<b>4</b>	<b>An Inclusive Workplace</b> .....	<b>4</b>
<b>5</b>	<b>Responsibilities</b> .....	<b>5</b>
<b>6</b>	<b>Monitoring Diversity</b> .....	<b>5</b>
<b>7</b>	<b>Links With Other Documents &amp; the Law</b> .....	<b>5</b>
<b>8</b>	<b>Further Guidance</b> .....	<b>6</b>

*RFG reserves the right to modify, replace or cancel this Policy at any time. All location specific policies, procedures, statements and forms should be read in conjunction with all policies available on the RFG intranet or equivalent communication tool. Please contact your HR representative for further information or if you have queries about this Policy at any point in time. This document is not a controlled document once printed*

# 1 Policy Statement

Diversity at RFG refers to the variety of differences between people within RFG's organisation. It encompasses acceptance and respect of the visible and invisible characteristics that make one individual different to another, due to gender, religious beliefs, ethnicity, family status, sexual orientation, age, physical abilities or other ideologies.

RFG recognises:

- The competitive advantages able to be derived from the variety of thought, experience and perspective held by a talented and diverse workforce which is aligned to the Company's values and core behaviours;
- The Company's past and future successes are a reflection of the quality, skill and diversity of its workforce; and that
- Employees are more likely to be engaged where working in a diverse environment which is open and fair to all participants.

This Policy provides a framework for RFG's approach to diversity within the workplace, and is central to the maintenance of an inclusive work environment and culture that allows all participants to contribute to their full potential.

## 2 Scope & Application

Except to the extent that this Policy says otherwise, this Policy applies to all officers, employees (including full-time, part-time, casual and temporary employees) and independent contractors of the Group.

This Policy supports RFG's vision, values, behaviours, standards and protocols and operates in conjunction with the law and those other of the Company's policies which foster a fair and inclusive workplace.

This Policy should be read in conjunction with the RFG Orientation Guide and an employee's individual employment agreement (or an independent contractor's contract for service). Where there is any inconsistency between this Policy and relevant legislation, the relevant legislation will prevail.

## 3 Definitions

In this Policy, in the absence of obvious inconsistency or unless otherwise specified, words having capital letters shall have the definitions attributed to them in the Company's Glossary. However, for the avoidance of doubt, the following definitions shall apply:

Company        Means a reference to RFG.

Group            Means RFG, its controlled entities and related bodies corporate.

Policy Means a reference to this Diversity Policy.

RFG Means Retail Food Group Limited.

## 4 An Inclusive Workplace

RFG maintains the following objectives designed to foster an inclusive workplace and to demonstrate the Company's commitment to diversity in the workplace:

- To recognise, value and engage the diverse cultural values, backgrounds and skillsets of the Company's workforce;
- To maintain an inclusive workplace environment free of discrimination, harassment, vilification or victimisation, where participants feel comfortable, safe, valued and supported;
- To reward excellence and promote based on merit and performance, without regard to gender, age, cultural or religious background, ethnicity, sexual orientation, disability, marital or family status;
- To enhance the opportunities available for all employees to participate and contribute to the Group's work and outcomes;
- To create an environment where others are treated with courtesy and respect such as each of us would expect to be treated by a professional, responsible and courteous person;
- To promote awareness of the value creating character of diversity within the workplace;
- To make decisions affecting workplace participants which are based on facts and not on bias;
- To consider flexible working options where appropriate and in line with the Company's policies and procedures;
- To support recruitment from a diverse pool of qualified candidates;
- To be recognised as an employer of choice who provides workplace structures, conditions, systems and procedures that foster diversity and the creation of a workforce which is representative of the communities in which the Company operates;
- To apply RFG's values and core behaviours to the way in which the Company treats others, including RFG's franchisee community and other stakeholders in its business; and
- To promote the existence and objective of this Policy, including publication of the same on the Company's intranet and website.

## **5 Responsibilities**

All officers and employees of the Group have a responsibility to support workplace diversity and the objectives outlined in Section 4 of this Policy. This includes taking responsibility for:

- Behaving in ways that are consistent with RFG's values, core behaviours and diversity objectives;
- Respecting different ways of thinking or working;
- Observing the policies and procedures RFG has adopted for the creation of a safe, inclusive and harmonious workplace that is free of harassment, discrimination, vilification or victimisation;
- Ensuring inappropriate behaviour towards women and others will not be tolerated; and
- Familiarising themselves with this Policy and promoting awareness of it.

## **6 Monitoring Diversity**

The Board shall be responsible for monitoring the implementation of this Policy and achievement of the objectives outlined herein, which shall include:

- Setting clear objectives for achieving gender, ethnicity and age diversity and a more inclusive workforce;
- Requiring management to report on those objectives; and
- Annual assessment of those objectives and the Company's progress in achieving them.

## **7 Links with other Documents & the Law**

This Policy is, without limitation, an addendum to the following policies, procedures and forms:

- The Code of Conduct;
- The Recruitment & Selection Policy; and
- Managing Performance Policies & Procedures.

This Policy also operates as an addendum to, without limitation, the following legislation:

- Fair Work Act 2009 (Cth);
- Employment Relations Act 2000 (NZ).

## 8 Further Guidance

For further information concerning this Policy and its application, contact should be made with the Human Resources Department.

External assistance or information can also be accessed from:

- The Fairwork Ombudsman;
- The Australian Human Rights Commission;
- The Workplace Gender Equality Agency; and
- Various State-based anti-discrimination or equal opportunity agencies.