

# Diversity and Inclusion Policy

## 1. BACKGROUND

EnergyAustralia<sup>1</sup> believes that business performance and productivity are enhanced by respecting and leveraging the diversity of all our people and creating an inclusive environment in which both the organisation and individuals can thrive. Diversity includes the characteristics that make each of us unique and valuing the knowledge, skills and perspectives (diversity of thought) that people bring to our organisation. It is inclusion that promotes diversity of thought, allows us to innovate to create better products for our customers, helps engage our people, builds productivity, organisational performance and deliver better business outcomes.

EnergyAustralia is committed to providing an inclusive work environment that is safe respectful, flexible, fair, culturally appropriate, professional and free from inappropriate behaviour, discrimination and vilification. We all have a role to play in creating and maintaining this environment and holding one another to account to do the same.

## 2. PURPOSE

The purpose of this policy is to govern the building of a diverse organisation as per the D&I and other focus area objectives and to ensure the inclusion of the diverse workforce in a non- biased, fair and equitable way.

## 3. SCOPE

This policy applies to all EnergyAustralia people and contractors and includes people employed by workplace agreements, subsidiaries or related companies only to the extent that it is consistent with their workplace agreement or the related company policy if it exists.

This policy also applies to all aspects of employment, including recruitment and selection processes and decisions; terms, conditions and benefits offered; development and promotion opportunities.

## 4. POLICY OWNER

This policy is owned by the Head of Organisational Development, People & Culture.

## 5. POLICY APPLICATION

EnergyAustralia is committed to building and maintaining a workplace that supports everyone bringing their whole selves to work. This policy supports the EnergyAustralia Diversity and Inclusion framework which has the following objectives:

- To create a culture that welcomes and supports all people and harnesses their individuality, skills and capabilities; and
- To ensure that EnergyAustralia's practices, values and behaviours support our Diversity and Inclusion commitments:

EnergyAustralia's commitments in the areas of Gender, Diversity and Inclusion are outlined below.

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<sup>1</sup> For the purpose of this policy EnergyAustralia includes EnergyAustralia Holdings Limited, its wholly owned subsidiaries and controlled entities.

### **5.1. Gender Commitments**

EnergyAustralia will continue to proactively address gender balance through activities including:

- Continuing to monitor and improve the gender balance at most levels of the organisation and annually conducting analysis to identify, and continuously address, any gender pay gap that may exist.
- Ensuring a gender balance of shortlisted candidates to be considered for vacant positions across all levels of the organisation and the Board;
- Continuing to review gender balance progress and implement strategies as appropriate to achieve EnergyAustralia's commitment to gender balance and implement strategies as appropriate;

### **5.2. Diversity Commitments**

EnergyAustralia will continue to proactively address diversity through activities including:

- Continuing the work of the Diversity and Inclusion Council chaired by the Managing Director. The council's role is to provide diversity and inclusion advice and advocacy across the business, and to promote and support the diversity and inclusion objectives and initiatives
- Ensuring that we are recruiting, developing, promoting and retaining a diverse range of individuals who can contribute to our ongoing success, adopting targeted recruitment approaches to increase the representation of disadvantaged or under-represented groups (such as Aboriginal and Torres Strait Islander people) when agreed as necessary to improve our diversity
- Implementing programs to build awareness of diversity and increase capabilities that improve inclusion which also aim to develop a broader and more diverse pool of skilled and experienced people, helping them to realise their potential
- Delivering performance management processes that are equitable, fair and inclusive
- Driving improved parental and adoption leave benefits as well as a work environment that offers true flexibility that is embraced at both a team and individual level.

### **5.3. Inclusion Commitments**

EnergyAustralia is also committed to creating a supportive and inclusive culture, ensuring that we are setting appropriate behavioural standards and are clear about EnergyAustralia's expectations to create a workplace free of discrimination and vilification, adverse action, bullying and harassment.

## **6. GENERAL RESPONSIBILITIES**

Leaders are expected to:

- Model appropriate standards of behaviour
- Foster an inclusive culture where individual differences of our people are understood, respected, valued and promoted and create inclusive teams and work groups
- Challenge behaviour that excludes any individuals or groups
- Show no tolerance for discrimination, vilification or harassment and act fairly and quickly to resolve issues
- Support and promote a flexible work environment for their team that is aligned to EnergyAustralia's way of working

Our people are expected to:

- Follow the standards of behaviour outlined in this policy
- Question their assumptions and biases they have about those who are different and take action to address them
- Avoid stereotyping others
- Listen and attempt to understand the viewpoints of others
- Treat everyone with dignity, courtesy and respect
- Work inclusively and collaboratively
- Ensure that all team members and colleagues feel valued

## **7. MONITORING AND METRICS**

The Executive Management Team is responsible for the active implementation of gender and other diversity and inclusion commitments.

The Board is responsible for annually assessing EnergyAustralia's progress towards achieving gender and other diversity and inclusion commitments.

In measuring EnergyAustralia's progress towards achieving gender commitments, The Executive Management Team and the Board will have regard to:

- The gender balance across the organisation including in senior leadership and the Board;

The Diversity and Inclusion Council and People & Culture will monitor progress of metrics and the implementation of the strategy and its commitments on a regular basis. Metrics may include;

- Remuneration data by gender;
- Retention and promotion statistics for gender;
- Employee engagement survey results for underrepresented or disadvantaged groups;
- Exit interview information;
- Succession pipeline data;
- Other diversity metrics including data for under-represented or disadvantaged groups

The Head of People & Culture will ensure progress is communicated to the Executive Management Team and the Board on no less than an annual basis.

## **8. POLICY COMPLIANCE**

EnergyAustralia strongly encourages any staff member who believes they have been excluded, discriminated or vilified, bullied, sexually harassed or victimised to take appropriate action by contacting their People Leader in the first instance.

People who do not feel safe or confident to take such action may seek assistance from People & Culture (People Advisory) for advice.

## **9. EVALUATION AND REVIEW**

This policy should be reviewed every two years or when business practice changes, whichever occurs first.

## **10. RELATED DOCUMENTS**

- Code of Conduct
- Energy Australia Values and Behaviours
- Flexible Work Toolkits
- Leave Policy
- Remuneration Policy
- Resourcing, Recruitment and Careers Policy
- Workplace Behaviour Policy