



Diversity and Inclusion Policy

Revision 1.0 | 1 July 2021



1 Introduction

First Five Group (FFG) and its subsidiaries are committed to developing and maintaining an inclusive workplace that embraces and celebrates diversity. FFG's vision for diversity is to foster a safe, inclusive and diverse workplace that is reflective of the community and customers we serve. FFG recognises that diversity improves its ability to attract, retain, motivate and develop the best talent, create an engaged workforce, deliver the highest quality services to its customers and continue to grow the business.

2 Objectives

FFG Diversity and Inclusion strategy is framed by the following objectives relating to focus areas:

- **Equal Opportunity** – empowering our people to access and enjoy the same opportunities to start and build great careers, regardless of actual or presumed personal characteristics.
- **Indigenous Australians** – provide more opportunities for Aboriginal and/or Torres Strait Islander peoples, organisations, communities and customers to engage with our business.
- **Accessibility** – improving the accessibility (physical or otherwise) of our workplaces and processes for employees, contractors, suppliers and business partners with a disability.
- **Flexible Working** – supporting and empowering our people to balance their work and life commitments through a flexible working culture; and
- **Pride** – enabling our employees to be their authentic selves, to grow and to thrive, regardless of actual or presumed personal characteristics.

3 Scope

This policy applies to anyone who is, or has been, any of the following with respect to all entities within the FFG:

- Employees, including volunteers and interns
- Directors
- Officers
- Contractors (including employees of contractors)
- Suppliers (including employees of suppliers)
- Business partners
- Secondees
- Associates
- Consultants
- Relatives, dependants, spouses, or dependents of a spouse of any of the above

FFG entities include:

- First 5 Minutes Pty Ltd
- RiskLogic Pty Ltd
- Sky5 Pty Ltd
- Sharp5 Pty Ltd

Where any of the above entities have a local Diversity and Inclusion Policy in place the local policy will apply and take precedence.

4 Promoting Diversity and Inclusion

In order to facilitate greater diversity and inclusion in management and leadership roles, FFG will:

- Apply diversity and inclusion principles to guide our commitment, including demonstrating leadership and vision, considering diversity and inclusion in key talent management processes and in processes impacting our suppliers, customers and community engagement.
- Monitor and supplement the measures outlined in this policy.
- Ensure diversity and inclusion principles are included in key projects, programs and initiatives, such as inclusive recruitment systems and offering equal access to opportunities.
- Implement programs and policies which address impediments to diversity in the workplace (such as providing access to paid parental leave and flexible working arrangements), and review these to ensure that they are available to and utilised by people of different genders, ethnicities and cultural backgrounds, disabilities and ages.
- Fund these programs appropriately and monitor the effectiveness of, and continue to expand on, existing initiatives designed to identify, support and develop talented team members from a diverse range of backgrounds.
- Observe relevant laws in this area, that apply in all jurisdictions in which FFG operates, including across Australia and overseas.

5 Supporting Diversity and Inclusion

FFG will employ strategies to support diversity and enable inclusions in the service of our business strategy, as well as placing importance around fairness and corporate social responsibility.

We will recruit, develop and promote our people in a way that supports our commitment to being more diverse and inclusive.

FFG will set measurable objectives for all diversity and inclusion programs and initiatives annually. These programs and initiatives will be monitored to measure progress towards achieving the objectives.

6 Focus Areas

Equal opportunity refers to the provision of equal opportunities to start and build great careers at FFG, free from discrimination based on actual or presumed personal characteristics such as:

- Age
- Race, nationality, ethnicity, or national origin
- Gender or gender association
- Sexual orientation
- Religious belief or activity
- Marital status
- Parental status
- Status as a carer
- Membership of trade union or another industrial employee organisation
- Political belief
- Industrial activity
- Impairment or disability

- Personal association with someone who has, or is assumed to have, one of these personal characteristics

FFG will:

- Remove from our business structures and practices, any remaining barriers to employment and career enhancement.
- Develop awareness and education programs that strengthen knowledge and expertise in the management of programs that support equal opportunity in recruitment, retention and career
- Develop affirmative action initiatives that aim to remove barriers to people with particular characteristics, enabling those people to compete equally for employment opportunities, and addressing any disadvantages that may be evident. Affirmative action initiatives may focus on a particular group or individuals belonging to a group who have been disadvantaged in the past or who are underrepresented within FFG's workforce.
- Set and assess annually our measurable objectives for diversity, and our progress in achieving these.

7 Indigenous Australians

Keeping with FFG's objective of providing more opportunities for Indigenous Australians, organisations, communities and customers to engage with our business, and in valuing the contribution of Indigenous Australians to the Australian community, FFG will provide opportunities in employment and career development throughout its organisation for Indigenous Australians.

Please refer to the FFG Indigenous Policy.

8 Accessibility

FFG recognises and values the skills, experience and perspectives of individuals with an impairment or disability a can bring to our industry. FFG will:

- Make all reasonable adjustments to accommodate the (physical or otherwise) needs for employees, contractors, suppliers and business partners with a disability
- Work towards continual improvement to the accessibility (physical or otherwise) of our workplaces and processes for employees, contractors, suppliers and business partners with a disability.

9 Flexible Working

FFG is committed to creating a positive, motivating working environment that caters to the unique needs and desires of each employee. Be open to considering flexible ways of working across the business. FFG will:

- Maintain a Flexible Work Arrangement Policy to foster an environment where forward thinking business practices aim to improve the experience of our employees, our clients and candidates.

10 Pride

FFG is committed to enabling our employees to be their authentic selves, to grow and to thrive, regardless of actual or presumed personal characteristics. FFG will:

- Develop awareness and education programs that strengthen pride within the FFG and allow for employees to be their authentic selves, to grow and to thrive.
- Develop programs that celebrate our differences.

11 Definitions

- Diversity

Diversity is the term used to describe the differences and uniqueness of all people – it includes skills, knowledge, experiences and perspectives of individuals and groups. It can refer to demographic characteristics, such as age, gender, gender identity, sexual orientation, intersex status, religion or national origin or social origin.

Diversity can also be recognised by personal characteristics such as disability, medical condition, carers' responsibilities, pregnancy or potential pregnancy and any other characteristic of an individual.

Some personal characteristics are protected against discrimination through state and federal legislation; however valuing diversity is broader, where differences are recognised and valued in a positive and proactive way.

- Inclusion

An inclusive workplace:

- Values the diversity of its employees, customers, and stakeholders.
- Upholds the right of every employee to be treated with respect and fairness whilst performing their work.
- Is fair and equitable.
- Is free of discrimination, harassment, bullying and other unlawful behaviour.

12 Legislation

This policy is applied in the strictest compliance with all relevant Federal and State Laws, including but not limited to:

- Fair Work Act 2009 (Cth)
- Age Discrimination Act 2004
- Disability Discrimination Act 1992
- Disability Discrimination and other Human Rights Legislation Amendment Act 2009
- Human Rights and Equal Opportunity Commission Act 1986
- Equal Opportunity for Women in the Workplace Act 1999 (Cth)
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Workplace Gender Equality Act 2012
- Privacy Act 1988
- Work Health and Safety Act 2011 (NSW)

13 Review of this Policy

This policy will be reviewed every two years to ensure it remains consistent with all relevant legislative requirements, as well as the changing nature of the company or more frequently where legislative requirements are changed or amended.

14 Breach of this Policy

Any breach of this policy will be taken seriously and may result in counselling and or disciplinary action, up to and including dismissal.

15 Policy Communication and Education

This policy will be stored on the FFG intranet. This policy will be incorporated into induction/onboarding programs and FFG will conduct education sessions on the application and operation of this policy as required and when any changes to the policy are implemented.

16 Document Control

Prepared by:	Approved by:	Date:	Version:	Comments
Iolanda Hazell	James McNamara – Group CEO	1 July 2021	1.0	First Issue of consolidated FFG policy.