

## Rakon Limited

### Inclusion and Diversity Policy

#### POLICY STATEMENT

##### Purpose

The purpose of this Inclusion and Diversity Policy (**Policy**) is to outline our commitments to a globally diverse and inclusive environment.

##### Scope

This Policy applies to all our employees, including permanent, fixed term and casual staff.

##### Policy

We are committed to having a diverse and inclusive workforce, and to ensuring that the unique strengths and characteristics of our employees are valued and celebrated.

We strive to provide an environment where all employees feel free to bring their true selves to work. This means feeling comfortable that their unique backgrounds and characteristics will be accepted by their work colleagues and valued and celebrated by Rakon as a company. Examples of these backgrounds and characteristics are gender, age, neurodiversity, culture, disability, economic background, education, cultural, geographic background, language(s) spoken, marital/partnered status, physical appearance, race, religious beliefs and gender identity, sex or sexual orientation.

Below are our Inclusion and Diversity Principles:

1. A diverse and inclusive environment will be achieved by eliminating the barriers that prevent some individuals being recognised and/or valued.
2. Where barriers to diversity and an inclusive environment exist, these will be addressed.
3. Targets will be set to enable the monitoring of inclusion and diversity. However, quotas will not be imposed.
4. In looking for “the best person for the job”, diversity should be one of the factors under consideration. However, diversity will only be one factor among a range of others.
5. Business goals and key decisions should be reviewed by a diverse range of employees to ensure diverse thinking is factored into decision making.
6. Where an employee’s diversity position conflicts with a Rakon requirement (e.g., unwillingness to work on a particular day), every effort should be made to accommodate the employee provided this will not negatively impact operations, health and safety or other employees.
7. Rakon will endeavour to provide opportunities for all staff to have access to appropriate development opportunities.



We:

1. Monitor and report on inclusion and diversity statistics to the Chief Executive Officer and board of directors annually.
2. Establish and monitor recruitment, selection and promotion processes to ensure our Inclusion and Diversity Principles are being adhered to.
3. Ensure that remuneration and other benefits are not influenced by factors not pertinent to the job.
4. Ensure there is support in place for those staff who feel that their diversity factors are not acknowledged or respected.

## **RESPONSIBILITIES**

### **Board of Directors**

The board of directors is responsible for approving, regularly reviewing and monitoring compliance with this Policy.

### **Executive Team**

All executive team members are responsible for:

- a) Ensuring their managers follow this Policy and its associated processes;
- b) Championing inclusion and diversity initiatives; and
- c) Promoting our Inclusion and Diversity Principles to customers, vendors, partners and other stakeholders.

### **Global General Manager People and Capability**

The General Manager People and Capability is responsible for:

- a) Establishing systems to monitor key inclusion and diversity factors;
- b) Reporting to the Board annually on inclusion and diversity;
- c) Monitoring and evaluating inclusion and diversity initiatives; and
- d) Reviewing this Policy.

### **Managers**

Each manager is responsible for:

- a) Championing inclusion and diversity initiatives; and
- b) Ensuring that this Policy is followed by their team.

### **All Staff**

All staff are responsible for complying with this Policy.



## Review

This Policy will be reviewed every two years or more frequently if necessary.

<b>Date of last Review:</b>	June 2024
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