



# EQUALITY & DIVERSITY POLICY

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GLOABAL POLICY  
VERSION 2.0



REED & MACKAY

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## POLICY STATEMENT

Reed & Mackay has a zero tolerance to discrimination and is committed to confront and eliminate discrimination whether by reason of race, colour, nationality, religion or belief, sex, sexual orientation, marital status, age, ethnic and national origin, education, experience, socio-economic status, disability or gender reassignment.

Reed & Mackay recognize that a talented and diverse workforce is a key competitive advantage and as a result, we are committed to encouraging diversity in our workforce.

Reed & Mackay is an equal opportunities employer whose aims are to ensure that:

- employees are able to achieve their full potential.
- all employment decisions are taken without reference to irrelevant or discriminatory criteria.
- our supply chain, partners and all parties involved with Reed & Mackay adhere to the principles of equality, value diversity and ensure fairness.

Accordingly, we afford equal employment opportunity to qualified employees and applicants regardless of their race, colour, religion, sex, national origin, sexual orientation religion, age, or physical or mental disabilities in conformity with all applicable federal, state, commonwealth and local laws and regulations.

This policy is founded not only upon our desire to fully comply with applicable laws, but also upon the conviction that such discrimination interferes with employee work performance and productivity and is inconsistent with the professional working atmosphere we strive to maintain.

Every employee is entitled to a working environment which promotes dignity and respect. No form of intimidation, bullying or harassment will be tolerated. Selection for employment, promotion, training or any other benefit will be based on aptitude and ability.

Reed & Mackay will allow flexibility to ensure that the cultural and physical needs of all staff are given consideration, and will do everything possible to ensure that all facilities and working practices allow all members of staff to be fully able to carry out their duties.

In accordance with this policy, all personnel decisions, including but not limited to those relating to recruitment, hiring, training, promotion, compensation and benefits, will continue to be made without regard to the employee's or applicant's race, colour, religion, sex, national origin, sexual orientation, religion, age, or physical or mental disabilities.

## POLICY SCOPE & COMPLIANCE

This policy applies to all Reed & Mackay employees including contractors, partners, suppliers and other third parties acting on behalf of Reed & Mackay.

Willful or negligent disregard of this policy will be investigated and may be treated as a disciplinary offence.

## DEFINITIONS

**Diversity** involves understanding that every person is unique and respecting individual differences. The differences can be along the dimensions of race, culture, ethnicity, gender, personality, sexual-orientation, socio-economic status, age, physical abilities, religious and political beliefs or other ideologies. Diversity is more than just acknowledging and/or tolerating differences. Diversity is a set of conscious practices that include:

1. Understanding and appreciating interdependence of humanity, cultures and the natural environment.
2. Practicing mutual respect for qualities and experiences that are different from our own.

**Equal opportunity** is treating everyone in the same way and not being influenced by a person's sex, race, religion, etc. This sometimes requires taking measures to ensure people's rights are considered - for example, providing specialist equipment or arrangements for people who may have a physical disability.

**Discrimination** means the unfair or disadvantageous treatment of a person or categories of people based on certain characteristics such as age, disability, sex, race, origin, etc.

**Retaliation** is the act of hurting someone or doing something harmful to someone because they have said or done something harmful to you.

## WHAT TO DO IF A BREACH IS SUSPECTED

Any breach of the equality and diversity policy will be treated very seriously and could lead to disciplinary proceedings. If any employee is aware that a member of staff is breaching this policy, they should report the matter immediately to Human Resources. There will be no consequences to the employee reporting a suspected breach if done in good faith.

## POLICY GOVERNANCE, REVIEW AND REVISION

The following table identifies who within Reed & Mackay is Accountable, Responsible, Informed or Consulted regarding this policy.

**Responsible** - the person(s) responsible for developing and implementing the policy.

**Accountable** - the person who has ultimate accountability and authority for the policy.

**Consulted** - the person(s) or groups to be consulted prior to final policy implementation or amendment.

**Informed** - the person(s) or groups to be informed after policy implementation or amendment.

<b>RESPONSIBLE</b>	Human Resources Director, Group Chief Financial Officer
<b>ACCOUNTABLE</b>	Human Resources Director
<b>CONSULTED</b>	Group Chief Executive Officer Human Resources Department Governance, Risk Management & Compliance Department
<b>INFORMED</b>	All employees, contractors, suppliers and partners

This policy will be reviewed as it is deemed appropriate, but no less frequently than annually.

## COMMUNICATION AND AWARENESS

All employees are provided with a copy of the Equality and Diversity policy upon joining Reed & Mackay and a copy is accessible via INFORM (Reed & Mackay's intranet). The Human Resources department should be contacted if there are any questions or requests for clarity regarding the Equality & Diversity Policy.

Suppliers are provided with Supplier Operating Principles which includes Reed & Mackay's expectations regarding equality and diversity.

Partners receive our Partner Operating Principles which details Reed & Mackay's values and principles including equality and diversity. A copy of this policy is accessible to partners via the partner portal.