

Diversity Policy

Effective: 27 May 2021
Owner: National Manager – Human Resources
Approval: Board
Reviewed: Annually
Version: 1.1

POLICY	Workplace diversity refers to the variety of differences between people in an organisation. Diversity encompasses acceptance and respect. It is an understanding that everyone is unique, and a recognition of our individual differences. These differences can include ethnicity, gender, sexual orientation, age, physical abilities, family status, religious beliefs, experience or other ideologies.
PURPOSE	This policy provides the framework by which RFM actively manages and encourages diversity and inclusion across the organisation. RFM is committed to creating an environment that is fair and flexible, promoting professional growth and benefits from the capabilities of a diverse workforce.
SCOPE	This policy applies to RFM's Board of Directors and all employees of the company and its managed and/or owned entities.
NEED HELP?	Any queries regarding this policy should be directed to the Human Resources team.

Commitment

1. RFM recognises that its employees are its greatest assets. RFM's team is comprised of a range of employees with the depth of skills and capabilities to ensure the ongoing strength, continuity and stability of RFM.
2. RFM has men and women in management positions and as members of various committees. RFM is committed to ensuring it continues to maintain a gender balanced business with both genders represented throughout the organisation.
3. RFM aims to attract and retain people with diverse skills, experience and background to deliver a profitable and sustainable business for our investors.
4. RFM respects people as individuals and values their difference. RFM is committed to creating a working environment that is fair and flexible, promotes personal and professional growth, and benefits from the capabilities of its diverse workforce.

Objectives

5. RFM's guiding principles with respect to diversity are:
 - To treat employees, prospective employees, contractors, consultants, members and suppliers fairly and equally regardless of their age, sexuality, culture/ethnicity, language and religious beliefs, and regardless of any disability or flexible workplace practices;
 - To value diversity by maintaining a safe work environment and taking action against inappropriate workplace behaviour including discrimination, harassment, bullying and victimisation;
 - To promote an organisational structure that values diversity and accepts differences by developing and offering work arrangements that help to meet the needs of a diverse work force;
 - To promote the recruitment of employees and directors impartially from a diverse field of suitably qualified candidates;
 - To provide learning and development strategies and opportunities to develop the knowledge skills and experience of all employees; and
 - To provide innovative policies and practices to enable employees to balance their work and life commitments and perform at their best.

Workforce Diversity Approach

6. To achieve a diverse and inclusive workforce, RFM supports the following practices:

- (a) *Recruitment, promotion and selection*

When hiring and promoting candidates for specific roles, management will consider issues of diversity in relation to requirements and expectations of the relevant role. RFM will

uphold merit principles when recruiting and will treat candidates fairly and equitably. RFM advertisements will be designed to encourage people from different backgrounds to apply and a mix of gender and ethnicity will be sought when shortlisting.

(b) *Remuneration*

Management will endeavour to ensure that there is no intended or unintended discrimination towards, or against employees of particular diversity dimensions in relation to the remuneration that they receive for their work.

The board will approve the company's remuneration annually.

(c) *Performance management*

Management will endeavour to ensure that performance review methodologies and processes are consistently applied to relevant groups of individuals in relation to reviews of their performance.

(d) *Flexible work arrangements*

RFM recognises the importance of providing flexible work arrangements for employees to enable them to balance personal and work responsibilities and for the continued success of the company. RFM will support employees to access flexible work arrangements where appropriate.

In recognition of flexible work practices and to assist employees to meet their personal responsibilities outside of work, RFM has in place an established framework which enables and encourages transparent and cooperative discussion on contemplated flexible work arrangements. The framework outlines the process for implementation and ongoing management of those arrangements in accordance with applicable statutory requirements.

(e) *Leave policies*

RFM understands that its employees have changing needs during different life and career stages. A range of leave options are available to employees to help them manage those changes. These may include parental leave, leave without pay, career break, personal/carer's leave, domestic violence leave, community service leave and the option to purchase additional leave.

(f) *Workplace conduct*

RFM is committed to eliminating all forms of unlawful discrimination, unlawful harassment, bullying and victimisation of persons in the workplace. RFM's Code of Conduct is an important part of the company's legislative requirements and also supports RFM's commitment to maintain a workplace where all staff can work without fear of unacceptable workplace conduct impacting them. Management and employees have the skills and knowledge to prevent and deal with any harassment or bullying behaviours.

(g) *Health, safety and environmental policies and procedures*

The health and safety of RFM's employees, visitors, contractors and customers (investors and advisers) are essential to RFM's long term success. RFM is committed to providing a healthy and safe place of work.

7. **Board and Management Committee Diversity**

- (a) RFM is committed to attracting and retaining a Board of Directors whose composition reflects a diversity of backgrounds, knowledge, experience and abilities.
- (b) The board will consider issues of diversity in developing selection criteria, skills mix and process for recommending the candidates for appointment to the board.
- (c) The board and management will endeavour to ensure that there is no intended or unintended discrimination towards, or against candidates of particular diversity when it comes to nominating members for roles on membership committees. They will seek to attract a diverse pool of suitably skilled candidates for available positions.
- (d) The board and management will make appointments to committees based on merit. However, they will also consider issues of diversity when developing the skills mix, processes for appointment and when making appointments to relevant committees.

Monitoring and Reporting

8. The National Manager – Human Resources will monitor, review and report (at least annually) to the board in respect of the company's progress against any measurable objectives introduced and diversity statistics.
9. The National Manager – Human Resources, will evaluate the effectiveness of this policy annually. The board will assess the measurable objectives and the progress in achieving them.
10. The annual report for any listed entity, will contain details of any measurable objectives set by the board in accordance with this policy and RFM's progress toward achieving them. In addition, RFM will disclose in the annual report details of the proportion of women employees in the company in management and on the board.

Compliance and Training

11. RFM will comply with any regulatory or reporting requirements with respect to diversity in the workplace.
12. All employees are responsible to support and respect equity, workplace diversity, ethical practices, workplace safety and to help prevent unlawful discrimination and harassment or bullying in our workplaces.

13. RFM will continue to build awareness with staff of their rights and responsibilities with regard to equity, integrity and diversity. Management will deliver to all employees, compliance training in relation to legislative and other responsibilities relating to anti-discrimination, workplace harassment and bullying, and equal employment opportunity.

Definitions

Term	Definition
Director	Means a director of the Company
Company Secretary	Mean the company secretary of the Company from time to time
Diversity (workplace)	Means the variety of differences between people in an organisation. Diversity refers to the visible and invisible differences that exist between people including (but not limited to) gender, culture, race, ethnicity, physical impairment, sexual orientation, age, language, religion, nationality and family/marital status. It also refers to diverse ways of thinking and ways of working
Leadership Team	Means the Directors and Managers of the company from time to time and any other persons having authority and responsibility for planning, directing and controlling the activities of the company, directly or indirectly