



## Policy on Diversity

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## DOCUMENT CONTROL

### Document Information

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### Revision History

Version	Date	Author	Description of changes

### Supporting Documentation / References

The following documents are related to this document:

Document

## 1 PURPOSE

- 1.1 Trade Window Holdings Limited and its subsidiary companies ("**TradeWindow**") is committed to cultivating an environment that promotes and values diversity and creating an open workplace where every team member is welcomed, supported and inspired. We believe TradeWindow is a place where all our employees can express themselves, and our collective unique differences and experiences can contribute towards the success of our people and the business.
- 1.2 To TradeWindow "diversity" means the characteristics and differences that make individuals different and unique from another, and includes differences in race, ethnicity, nationality, gender identity, sexual orientation, belief system, age, physical ability, education, experiences, and social background. We are committed to removing perceived or tangible barriers to becoming part of our team, treating everyone fairly and respectfully, and providing equal opportunities based on performance and potential.

## 2 PRINCIPLES

- 2.1 We believe that embracing diversity allows us to:
- (a) create a flexible and inclusive work environment that values difference and enhances business outcomes;
  - (b) create an environment that enables our people to perform their very best in;
  - (c) maintain a flexible working environment that is response to our peoples' needs;
  - (d) attract a much larger pool of talented people to choose from; and
  - (e) ensure our people feel safe by the respectful and positive communication and cooperation between all.

## 3 APPLICATION

- 3.1 TradeWindow recognises that the diversity and inclusion principles must be cultivated, and to ensure we can benefit from diversity across our business we will practically implement the diversity and inclusion principles by:
- (a) respecting and valuing each member of our team, and providing equal opportunities, pay and benefits;
  - (b) increasing our team members' awareness, understanding and capability of inclusion and diversity through training and education;
  - (c) ensuring our processes and policies encourage greater flexibility, inclusivity and diversity;
  - (d) having recruitment approaches that enable inclusion and diversity in all respects and are free from bias;
  - (e) entrenching inclusion and diversity in our culture through engaging internal communications and events;
  - (g) having zero tolerance for harassment, discrimination or victimisation.
- 3.2 This policy applies to all directors, senior managers, employees, contractors and guests of the TradeWindow group.

## **4 REVIEW AND MEASUREMENT**

- 4.1 The Board is responsible for establishing measurable objectives for achieving diversity which reflect the principles set out in this policy and which address, at a minimum, gender diversity.
- 4.3 The Chief Executive Officer will provide regular reports to the Board on how TradeWindow is performing. In addition, TradeWindow will annually report on the gender composition of the board, executive team and leaders at all levels of the business and discloses these results in the company's Annual Report.
- 4.4 Each year TradeWindow will:
- (a) review the effectiveness and relevance of this policy;
  - (b) review metrics to identify areas for improvement of inclusion and diversity across the business;
  - (c) measure TradeWindow's performance with respect to this policy, including that towards achieving the measurable objectives.

## **5 POLICY REVIEW**

- 5.1 The Board will review this policy as required and at least every two years.