



## Diversity and Inclusion Policy

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## 1 Introduction

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The purpose of this policy is to facilitate and support an inclusive working environment that encourages and recognises each individual's differences. Differences can include age, cultural background, disability, ethnicity, gender, gender identity, marital status, sexual orientation, and any other areas of potential difference.

### 1.1 Objectives

First Super is committed to supporting and ensuring a diverse and inclusive working environment in which everyone is treated fairly and with respect.

Our objective is to ensure that selection and promotion processes achieve diversity particularly in ensuring gender balance throughout the organization.

We believe that diversity and inclusion in our workplace helps us:

- a) Attract, retain and motivate employees from a wide talent pool;
- b) Foster First Super's desired culture;
- c) Create a dynamic environment that leads to higher performance and well-being;
- d) Foster employee engagement and satisfaction; and
- e) Drive a stronger connection between our employees and members and employers we support.

This policy applies to all employees and contractors and consultants of First Super.

## 2 What Diversity Means to Us

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### 2.1 What is Diversity?

Diversity encompasses differences in backgrounds, qualifications, experiences and viewpoints. First Super ensures that individuals are provided with equal opportunity, while creating opportunities for those that may be disadvantaged.

### 2.2 Gender Diversity

At First Super we are committed to gender diversity. Gender must not be a barrier to participation in our company. We are committed to providing opportunities that allow both women and men to reach their full potential.

### 2.3 Board and Senior Executive Diversity

Diversity of gender and background are two critical criteria in developing our succession planning and appointment process for our Board of Directors and senior executive positions. There are, however, other critical selection criteria that are fundamentally important such as business acumen, industry experience and suitability for the role.

## 2.4 Diversity and Inclusion Supporting Policies

Equal Employment Opportunities – maintaining and providing a supportive, healthy and productive work environment, free from unlawful discrimination, harassment, bullying or victimization.

- Code of Conduct - First Super is committed to complying with its legal obligations and upholding our ethical responsibility.
- Bullying, Harassment and Discrimination – First Super is committed to creating a work environment that is free from bullying, harassment, discrimination and victimization and promote a healthy and safe workplace.
- Flexible Workplace Arrangements – We believe in assisting employees in maintaining a healthy balance between work and life. To ensure we meet the needs of our employees and take into consideration external commitments and responsibilities, First Super provides the option of flexible working options to all employees as much as practicably possible as long as we continue to meet business needs.
- Leave Policies – There are a range of leave options available to our employees to ensure they have appropriate options for leave required. This includes annual leave, carers' leave, personal leave, study leave, parental leave, community leave and long service leave.
- Learning and Development – To support our employees reach their full potential, First Super provides support and opportunities for employees undertaking additional study options, relevant to their position.

## 3 How We Promote Diversity

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### 3.1 Areas of Focus

Striving to create an inclusive environment respectful of all cultural backgrounds and beliefs. Fostering a culture which supports and respects the values and needs of individuals, regardless of their age.

Creating a physical and cultural environment which supports employment and participation of people with additional physical needs.

Ensuring the recruitment and selection process is structured to be inclusive of a wide range of candidates.

Setting practical targets for the number of men and women in senior leadership and Board positions to ensure an accurate and fair representation whilst maintain the highest skill level and suitability for the position.

## 4 Implementation

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The Board of Directors and management team will review and approve objectives for diversity and inclusion across the organization annually. We believe this policy contributes to our objectives and importance of diversity and inclusion at First Super.

First Super will provide members with an annual report on achievement of diversity objectives following consideration by the Board of the annual diversity report.

## 5 Review

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### 5.1 Authorisation

<i>Authorising officer</i>	
Full name:	
Signature:	
Date:	

### 5.2 Document History and Modification

Version	Prepared by & date	Reviewed by & date	Approved by & date
1	First Super CEO Oct 2017	Administration and Marketing Committee 26 Oct 2016	
2	CEO April 2020	Administration and Marketing Committee 12 May 2020	Board 29 June 2020