



DIVERSITY POLICY

1. OVERVIEW

Diversity at **ABILIFLY SUPPORT SERVICES** is expressed through management's commitment to equality and the treatment of all individuals with respect.

ABILIFLY SUPPORT SERVICES is committed to developing a rich culture, a diverse workforce and a healthy work environment in which every employee is treated fairly, is respected and has the opportunity to contribute to the success of the company, while having the opportunity to achieve their full potential as individuals.

Diversity at **ABILIFLY SUPPORT SERVICES** refers to all the characteristics that make individuals different from each other. It includes characteristics or factors such as religion, race, ethnic origin, language, gender, sexual orientation, disability, age or any other potential factor of difference.

ABILIFLY SUPPORT SERVICES understands that the wide range of experiences and perspectives resulting from such diversity promotes innovation and business success. Diversity management makes us creative, productive, responsive, competitive and creates value for our shareholders.

2. SCOPE

This policy applies to all current employees of **ABILIFLY SUPPORT SERVICES**, including full-time and part-time, casual, contractual, permanent and temporary employees and also applies to job applicants.

3. COMMITMENT FROM ABILIFLY SUPPORT SERVICES

We are opposed to all forms of unlawful and unfair discrimination. All employees, no matter whether they are part-time, full-time, casual or temporary, will be treated fairly and with respect. When **ABILIFLY SUPPORT SERVICES** selects candidates for employment, promotion, training or any other benefit, it will be on the basis of their aptitude and ability.

We are opposed to any form of illegal and unfair discrimination. All employees, whether part-time, full-time, casual or temporary, will be treated fairly and with respect.

When **ABILIFLY SUPPORT SERVICES** will select candidates for employment, promotion, training or any other benefit, it will be on the basis of their skills, abilities and merit.

ABILIFLY SUPPORT SERVICES is committed to:

- Create an environment in which the individual differences and contributions of all team members are recognized and valued.
- Create a working environment that promotes dignity and respect for every employee.
- Attract and retain a skilled and diverse workforce that best represents the talent available in the communities in which our assets are located and our employees reside
- Ensure appropriate selection criteria based on diverse skills, experience and perspectives is used when hiring new staff, including Board members. Job specifications, advertisements, application forms and contracts will not contain any direct or inferred discrimination.
- Ensure that applicants and employees of all backgrounds are encouraged to apply for and have fair opportunity to be considered for all available roles.
- Provide, to the greatest extent possible, universal access to safe, inclusive and accessible premises that allow everyone to participate and work to their full potential.
- Comply with equal opportunity and anti-discrimination legislation
- Not tolerate any form of intimidation, bullying, victimisation, vilification or harassment and to take disciplinary action against those who violate this policy.
- Provide training, development and advancement opportunities for all staff based on merit.
- Encourage anyone who feels they have been discriminated, to express their concerns so that we can take corrective action.
- Encourage employees to treat everyone with dignity and respect.
- Regularly review all our employment practices and procedures so that fairness is maintained at all times.
- Ensure to the greatest extent possible that all panels that **ABILIFLY SUPPORT SERVICES** organizes or participates on include representation of each gender.
- Set measurable objectives for gender diversity which will be monitored and reviewed against the effectiveness of this policy and associated procedures.
- Monitor and report annually on diversity and inclusion performance commitments.

ABILIFLY SUPPORT SERVICES will inform all employees that an equality and diversity policy is in operation and that they are obligated to comply with its requirements and promote fairness in the workplace.

ABILIFLY SUPPORT SERVICES's equality and diversity policy is fully supported by senior management and its Board of Directors. Our policy will be monitored and reviewed annually to ensure equality and diversity are continually promoted in the workplace.

4. EMPLOYEE RESPONSIBILITIES

- All employees of **ABILIFLY SUPPORT SERVICES** have a responsibility to treat others with dignity and respect at all times.
- All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company-sponsored and participative events.

- All employees are also required to attend and complete annual diversity awareness training to enhance their knowledge to fulfill this responsibility.

5. MANAGER RESPONSIBILITIES

- Managers are responsible for understanding their role in promoting diversity, communicating and implementing policies and procedures effectively and working with staff to integrate the values of diversity into employment practices.
- Build a workforce that is provided with opportunities to develop skill and experience for career advancement, learning and development.
- Executive management will lead and approve policy review, revision as appropriate and monitoring of data collected.

6. COMPLIANCE, TRAINING, REVIEW & BREACH

- All officers and employees are responsible for complying with the Company's diversity policy and for reporting violations or alleged violations in accordance with that policy.
- Managers and staff will receive the resources, training and support necessary to implement this policy.
- This policy will be reviewed on an ongoing basis to reflect changing legislation, demographics and organisational priorities.
- Any breach of this diversity policy must be reported directly to the management team. Anyone who contravenes this diversity policy may be subject to disciplinary action, including dismissal.

7. EMPLOYEE AGREEMENT ON DIVERSITY POLICY

I acknowledge that I have received a copy of the **ABILIFLY SUPPORT SERVICES** Diversity policy. I have read and understand the policy. I understand that, if I violate the policy, I may be subject to disciplinary action, including termination. I further understand that I will contact my supervisor if I have any questions about any aspect of the policy.

Dated: _____

Employee

Company

 Authorised Signature

 Authorised Signature

 Print Name and Title

 Print Name and Title