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TIVAN LIMITED POLICY

Document Title	Workplace Diversity Policy
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9.01 OBJECTIVES

The Company recognises the positive advantages of a diverse workplace and is committed to:

- Creating a working environment conducive to the appointment of well qualified employees senior management and board candidates; and
- Identifying ways to promote a corporate culture which embraces diversity when determining the composition of employees, senior management and the Board.

9.02 APPLICATION

This policy applies to the Company and its Employees (as defined in this policy). It may also apply to representatives of independent contractors who perform work for the Company, depending on the terms of their particular contractual arrangements.

In this policy:

- "Company" means Tivan Limited, as well as each other company within the Tivan Limited Group, i.e.: all companies defined as "related bodies corporate" of Tivan Limited under the Corporations Act 2001, as amended; and
- "Employee" means:
 - Anyone employed directly by the Company, i.e.: Employees engaged to do work directly for the Company;
 - Volunteers, i.e.: Persons who do work directly for the Company or on Company premises but who are not employees and are not independent contractors (or representatives of independent contractors); and
 - Independent contractors.

9.03 MONITORING COMPLIANCE

The Board has delegated the responsibility of monitoring and ensuring workplace diversity to the Managing Director.

9.04 RECRUITMENT

The Managing Director will:

- Review the recruitment and selection processes to ensure that current and potential employees are not discriminated against; and
- Ensure that the selection process of its employees, senior management and the Board takes into account the following factors:
 - Attract and retain people from equal employment opportunity target groups, and others who together make up a diverse workforce; and
 - Facilitate the employment of indigenous Australian people.

9.05 AWARENESS, SKILLS AND DEVELOPMENT

To embrace diversity in the Company and assist in the development of a broader pool of skilled and experienced Board candidates the Company will:

- Provide induction, education and training to staff who are from diverse backgrounds to enhance the retention of new employees and promotion of existing employees to senior management and board positions; and
- Ensure that employees, senior management and the board attend programs to increase awareness of issues in relation to the employment of staff from diverse backgrounds.

9.06 EVALUATION AND MANAGING DIVERSITY

The Managing Director will regularly gather information on demographics in the Company and conduct staff surveys or diversity audits to identify areas of weakness.