



QBiotics Group Limited

ABN 13 617 596 139

Diversity Policy

QBiotics Group Limited

Diversity Policy

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Document history

#	Approved by	Date	Details of changes
1	Board of Directors	6 May 2022	New policy
2	Rem Com	4 Nov 2022	Minor edit to 4.4

QBiotics Group Limited

Diversity Policy

QBiotics Group Limited (the **Company**), its subsidiaries and any entities that form part of the QBiotics group from time to time (the **Group**), aim to provide an environment in which all employees are included and have equal access to opportunities at work, whilst upholding the principle of meritocracy at all times.

1. PURPOSE

- 1.1. This policy is designed to clarify the Company's commitment to an inclusive workplace that embraces and promotes diversity.
- 1.2. Please note that this policy is to be read in conjunction with the Company's policies including, but not limited to, the Code of Conduct.

2. SCOPE

- 2.1. This policy governs the conduct of the Company, its subsidiaries and all officers, employees, contractors and consultants of those entities.

3. POLICY

- 3.1. Diversity in this policy includes, but is not limited to, gender, marital or family status, sexual orientation, gender identity, age, disabilities, ethnicity, religious beliefs, cultural background, socio-economic background and perspective.
- 3.2. In order to have an inclusive workplace, discrimination, harassment, vilification and victimisation cannot and will not be tolerated.
- 3.3. The Group is committed to ensuring that recruitment and selection practices at all levels (from the board downwards) are appropriately structured so that a diverse range of candidates are considered and guarding against any conscious or unconscious biases that might discriminate against certain candidates.
- 3.4. The Group values and respects the unique benefits and skills that people with diverse backgrounds, experiences and perspectives bring to the Group and its success. The Group is committed to rewarding performance and providing opportunities that allow individuals to reach their full potential irrespective of background or difference.

4. OBJECTIVES AND ACCOUNTABILITIES

- 4.1. The Company will:
 - establish appropriate objectives for achieving diversity in appointments across all levels of the Group, including developing and achieving reasonable gender balance within the board and senior executives;
 - seek to maintain a diverse field of potential candidates for senior management and Board appointments;
 - review succession plans to ensure an appropriate focus on diversity;
 - identify specific factors to be taken into account in recruitment and selection processes to encourage diversity;
 - maintain programs that assist in the development of a broader and more diverse pool of skilled and experienced employees so that, over time, they will be prepared for seniors management and Board positions;

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- maintain a culture in which discrimination, harassment, vilification and victimisation are not tolerated; and
 - develop any other strategies the Board requires from time to time
- 4.2. Assessment of these objectives and review of progress will be carried out periodically by the Chief Executive Officer and senior management (and independent external bodies as required), who will report their assessment to the Board and make recommendations as appropriate.
- 4.3. All employees are required to act in a manner that supports diversity within the workplace and promotes the objectives set out in this Policy. Employees are encouraged to provide feedback to management regarding programs or initiatives which will improve this Policy.
- 4.4. The Company will continue to develop programs that assist and prepare all individuals to take on senior roles within the Group and recognises that individuals will assume changing domestic responsibilities throughout their careers.

5. REVIEW

- 5.1. This policy will be periodically reviewed to check that it is operating effectively and whether any changes are required to the policy.