



Universal Biosensors

# Workplace Diversity and Inclusion Policy

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## Policy Outline

This policy and procedure sets out the framework to appreciate and support the value inherent in a diverse and inclusive workforce.

## Purpose

Universal Biosensors Pty Ltd and its related companies (UBS) are committed to providing a workplace which promotes innovation and creativity through our diverse and inclusive talent pool. UBS aims to ensure that all those participating in our workplace are treated with respect, dignity and fairness with an aim of creating an environment which promotes positive working relationships.

This policy and procedure is designed to ensure that all officers and employees understand UBS' commitment to recognising the value of diversity in our workplace as supported through equal employment opportunities and ensuring work practices promote equality and are non-discriminatory.

## Scope

This policy and procedure applies to employees, officers, contractors (temporary or otherwise) and agents of UBS.

## Standards of behaviour

In line with UBS' commitment to creating a workplace which is free from workplace health and safety risks and one which strives to create positive working relationships, all those covered by this policy are expected to observe the following minimum standards of behaviour, including:

- being polite and courteous to others;
- being respectful of the differences between people and their circumstances;
- ensuring they do not engage in any bullying / discriminating / harassing behaviour(s) towards others in, or connected with the workplace which includes employees, customers, clients, contractors, suppliers, vendors, supervisors and other managers;
- ensuring they do not assist, or encourage others in the workplace, or in connection with the workplace to engage in discriminating / harassing / bullying behaviour(s) of any type;
- reporting any inappropriate behaviour(s) in the workplace, or connected with the workplace in line with the complaint procedure as outlined in the Workplace Bullying policy or Workplace Harassment Policy; and
- keeping information regarding other individuals or their behaviours confidential if involved in any investigation process.

These standards of behaviour are intended to operate in addition to, and in conjunction with, UBS' Code of Conduct policy.

## Diversity and Inclusion

UBS recognises that all people bring different qualities, abilities, skills, knowledge, experiences, perspectives and attitudes to work and that valuing and making the most of these differences can improve the workplace for individuals and enhance UBS' overall performance. Diversity includes, but

is not limited to, differences in gender, age, language, cultural background, sexual orientation and gender identity, health / medical condition, religious beliefs, physical ability, appearance, working style, educational level, professional skills, work and life experiences, socio-economic background, job function, marital status and family responsibilities.

### ***Recruitment and selection***

UBS recognises the value of diversity in our workplace and strives to promote fairness and equal employment opportunities. The decision to employ or engage an individual is based on merit, the potential and the ability to carry out the role. UBS seeks to address conscious and unconscious bias in recruitment through a panel interview, with the involvement of the HR Manager in the process.

### ***Career Development and Succession Planning***

UBS is committed to identifying and implementing programs that will assist in the development of a broader and more diverse pool of skilled and experienced employees. UBS seeks to develop its officers, employees and contractors to prepare themselves for higher levels of responsibility by offering equal opportunities for career development based on knowledge, skills and leadership prospects for future success. Internal promotions and our employee recognition program are widely encouraged as a development as well as retention strategy.

### ***Expected Behaviour and Code of Conduct***

UBS values a workplace culture that promotes a working environment which is inclusive and embracing of diversity by implementing a zero tolerance for bullying / discriminating / harassing / victimising or vilifying behaviour. This is achieved through continuously educating our employees, officers and contractors on the standard UBS expects of its employees. UBS conducts annual training on the Code of Conduct, Workplace Bullying Policy, Workplace Harassment Policy. Complaints raised are managed in accordance to the Grievance Handling Policy.

### ***Flexible Working Arrangements***

UBS acknowledges the needs of employees change during the different stages of life with different family support and care requirements. As such, UBS offers the opportunity to work part-time or with flexible start and finish times (in agreement with the line manager) and the adoption of other supportive practices that enables employees to achieve work / life balance. Employees returning from parental leave have the right to request these flexible working arrangements and UBS will give careful consideration to come to an arrangement that balances both the needs of the employee and the business.

### **Measurable Objectives**

Each year, the Board will review this policy and assess and establish measurable objectives for achieving gender diversity, together with any other aspects of diversity nominated by the Board. UBS will disclose in each Corporate Governance Statement (or Annual Report – Form 10-K) the measurable objectives as well as the progress in achieving the objectives.

### **Breach of Policy**

All individuals covered by this policy are expected to adhere to the standards of behaviour contained herein at all times. Any employee, officer or contractor, who is found to have breached this policy will be disciplined accordingly, which may lead to, and include termination of employment or engagement.

## **Reporting and Compliance**

UBS reports and maintains compliance on the gender diversity objectives and progress required under the Workplace Gender Equality Act 2012 (Cth) through the Workplace Gender Equality Agency (WGEA) annually.

## **External sources of information and appeal**

The following bodies can provide you with more information should you require them:

Workplace Gender Equality Agency      1800 730 233 (toll free)

Australian Human Rights Commission      1800 620 241 (toll free)