 Universal Biosensors	<b>Responsible Person: Treasury Accountant/Internal Auditor</b> <b>Authorized By:</b>	Issued: 12/11/2019	Version: 1.2 Current
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# Workplace Diversity and Inclusion Policy

## 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, Inc. and its subsidiaries (UBI) 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 UBI's 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 UBI.

## Diversity and Inclusion

UBI 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 UBI's 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***


UBI 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. UBI seeks to address conscious and unconscious bias in recruitment through a panel interview, with the involvement of HR in the process.

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

UBI 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. UBI 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***

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UBI values a workplace culture that promotes a working environment which is inclusive and embracive 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 UBI expects of its employees. UBI conducts annual training on the Code of Conduct & Whistleblower Policy, Workplace Discrimination, Bullying & Harassment Policy. Complaints raised are managed in accordance to the Grievance Handling Policy.

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

UBI acknowledges the needs of employees change during the different stages of life with different family support and care requirements. As such, UBI 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 UBI 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. UBI 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**

UBI 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)
- Ontario Human Rights Commission      1800-387-9080 (toll free)