DIVERSITY & INCLUSION POLICY

1. Overview

GPT promotes a diverse and inclusive workplace where employee differences such as sexual orientation, sex, gender identity, race, beliefs, age or abilities are valued. The unique skills, perspectives and experience that our employees possess promotes greater creativity and innovation that better reflects and serves the needs of our diverse customer base, ultimately driving improved business performance.

2. Purpose

This policy sets out the GPT Group's commitment to encouraging diversity in the workplace.

3. Scope

This policy applies to all GPT employees whether on a permanent, casual, temporary or contract basis.

4. Related Information

4.1 Recruitment & Selection

The GPT Group is committed to following a high quality recruitment and selection process for vacancies that ensures:

- All candidates are treated with dignity, respect, and confidentiality.
- Candidates are selected on the basis of their individual merit without patronage or favouritism.
- The selection decision is free of bias and meets all legal and legislative requirements in terms of Equal Employment Opportunity and Anti-Discrimination.
- The GPT Group consistently selects the best possible candidate for the role.

Elements of the recruitment and selection process include:
- conducting a series of well-structured interviews;
- (where practical) involving a minimum of two interviewers per interview of different genders;
- psychometric and cognitive abilities testing by an external consultancy firm; and
- background and reference checking.

4.2 Workplace Conduct

The GPT Group has an Equal Employment Opportunity and Workplace Behaviour Policy which promotes zero-tolerance towards all forms of discrimination, harassment and bullying.

4.3 Promotion, Transfer & Termination

The GPT Group is firmly committed to creating opportunities for employees to grow and develop their careers within the group, and with that in mind, it is the general preference of GPT Group management that – where a vacancy exists – it be filled by a qualified internal candidate.

All employees are given access to internal promotion and transfer opportunities as most vacancies are advertised by email and placed on the company wide intranet. Managers are encouraged to consider internal candidates first before engaging an external agency. The intention will always be to fill a position based on merit, whether the candidate is currently employed with the group or a potential external hire.

Employees are treated with respect and consideration in the event of termination of their employment by the application of consistent processes and, in the case of involuntary terminations, appropriate severance packages under the Group's Severance Policy.

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4.4   Learning & Development

The GPT Group established a Learning and Development platform to develop and maintain the required capabilities for both current and future organisational success by providing opportunities for employees to learn new skills, grow capability and drive ongoing career development.

A wide range of learning and development opportunities are made available to employees, facilitated both in house and with leading external providers. Linked to this is our Development Planning process that encourages employees to have an open dialogue with their managers on their career aspirations and development requirements.

Employees have access to a wide range of skill development and learning programs relevant to their current role and future career aspirations, regardless of their gender, seniority or role within the organisation.

4.5   Talent & Succession Planning

Talent reviews take place annually and provide people managers with an opportunity to reflect as a group on individual employee's performance and potential in comparison to relevant peers. Data captured in the talent reviews is used as a basis to select individuals for various training and development opportunities, accelerated promotion, and as an input to remuneration reviews.

GPT's succession plan is also updated annually. The composition of the succession pipeline (including by gender) is reported to the Nomination & Remuneration Committee of the Board.

As is common to the majority of white collar organisations, there is evidence to suggest the need for additional support for women aspiring to advance past middle level management positions into more senior roles. Mentoring programs are also in place (both formal and informal) to seek to address this. Flexible work arrangements including the technology to work from home or remote locations are enabling employees to maximise their productivity wherever they are located and to work at times that suit them. .

4.6   Balancing Work and other Commitments

GPT recognises the significant competing demands that are placed on employees outside of work, and promotes a flexible approach to work. GPT's Flexible Working Policy provides for employees to access flexible work through discussion and mutual agreement with their manager.

4.7   Parental Leave

The GPT Group recognises the importance of parental leave and is committed to supporting employees during this time, and securing their return to the workforce. As such, the Group provides financial and non-financial assistance to new parents including:

- Paid parental leave of 16 weeks for the primary caregiver of the child (in addition to any benefit that the employee may be eligible to receive from the Government).
- Paid parental leave of 1 week for partners who are not the primary caregiver of the child
- The flexibility to incorporate paid annual and long service leave into parental leave periods.
- Continuation of compulsory SG Superannuation contributions for the period of the unpaid parental leave.
- Payment of a Childcare Allowance upon return to work to assist with the cost of child care[1].

4.8   Remuneration & Benefits

All permanent employees have equal access rights to the employment benefits as offered by GPT. Variance in terms of actual entitlements occurs only when taking into account the pro-rata effect related to part-time versus full-time employment.

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[1] For eligible individuals earning a total package value of $250,000 and below.

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The GPT Group undertakes an annual remuneration review and is committed to monitoring remuneration by gender to ensure fair outcomes for all employees.

4.9 Corporate Governance – Gender Diversity, LGBTI Inclusion, First Nations & Ageing Workforce

On a macro level, GPT acknowledges that females are underrepresented in senior leadership roles and as members of boards across Australia. GPT, in consultation with the Board establishes and assesses progress against measurable objectives that are designed to improve gender diversity in senior leadership roles within the Group. In addition, GPT plays an active role as part of the Property Male Champions of Change initiative to improve gender balance within the property sector more broadly.

Beyond Gender Diversity, GPT is also committed to improving the level of representation in our business of First Nations employees. From a position of having no First Nations employees in 2013, by the end of 2015 3% of GPT's employees identified as First Nations and the Group have launched its first Reconciliation Action Plan (RAP).

GPT also recognises the importance of providing a workplace where all employees feel included and can be themselves at work. In January 2017 the group launched the GPT LGBTI Awareness & Diversity Network (GLAD), whose tagline is "Bring your whole self to work", aims to foster a culture of inclusion at GPT where LGBTI employees can feel safe and comfortable in being themselves at work. As a subcommittee of the GPT's Diversity and Inclusion and Working Group (DIWG), GLAD provides education, support and social events for its LGBTI and ally network.

In addition, GPT has also commenced work on considering the issues impacting the Ageing workforce. With Australian's working longer it's important that the Group is proactive in considering the unique requirements of this cohort, and as a result the Ageing workforce is also represented on GPT's DIWG.

More information can be found in the Corporate Governance and Our People section of the GPT corporate website www.gpt.com.au.
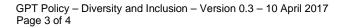
5. Roles and responsibilities

The Head of People and Performance is responsible for establishing a framework to support regular review, communication and reinforcement of this policy.

Managers are responsible for:

- Demonstrating alignment with the Diversity & Inclusion Policy and any other related objectives;
- Attending training and education opportunities provided by the Group that relates to diversity, including, Gender Equality, First Nations and LGBTI.
- Supporting and encouraging employees to balance their career and home life by promoting, facilitating, and trialling Flexible work arrangements where requested;
- Fostering employee career development in line with GPT's diversity & inclusion objectives, and ensuring all decisions regarding selection and promotion based on merit;
- Creating a working environment where individuals demonstrate respect for one another and that is free from unlawful discrimination, harassment and bullying; and
- Supporting employees to quickly and respectfully resolve concerns in line with the Group's Grievance Resolution Policy.

In addition to the responsibilities exercised by managers, employees are responsible for:

- Demonstrating consideration for the cultural and social differences of their workmates;
- Treating all employees fairly and with respect;
- Raising any diversity concerns quickly and in line with the Grievance Resolution Policy;

- Engaging quickly and constructively in the event that a concern regarding this policy has been raised in relation to their behaviour; and
- Participating in any initiatives that support GPT's diversity & inclusion objectives.

6. Related Policies Procedures and Guidelines

- Equal Employment Opportunity and Workplace Behaviour Policy
- Flexibility Policy
- Reconciliation Action Plan
- Code of Conduct
- Grievance Resolution Policy
- Whistleblower Policy

7. Ownership and Version Control

Policy Owner	Phil Taylor – Head of People and Performance
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Date	10 April 2017
Classification	GPT Internal Use Only
Revision Status	Approved
Author	Emma Cullen – People and Performance Manager
Email	emma.cullen@gpt.com.au
Organisation	People and Performance

Revision	Description	Author
0.1	Revision of existing policy – 15 January 2014	Emma Cullen
0.2	Revision of existing policy – 8 April 2016	Shey Hooper
0.3	Revision of existing policy – 8 April 2017	Andrew Milligan

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