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# Diversity & Inclusion Policy

This policy outlines our commitment to promoting diversity and inclusion across all areas of our business, fostering a workplace culture that values and respects the uniqueness of every individual and ensuring equitable opportunities for all. 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.

## 1. Scope

This policy applies to every individual engaged with the organization, including employees, contractors, and external stakeholders.

## 2. Roles and responsibilities

All employees are expected to demonstrate respect for, and inclusion of, their colleagues and stakeholders regardless of personal characteristics including but not limited to: gender, gender identity, age, sexual orientation, religious or spiritual beliefs, abilities, race, ethnicity or political affiliations. Harnessing the benefits of diversity of thought and experience is core to GPT's success.

The Leadership Team is responsible for setting the organisational tone, establishing inclusive policies, leading by example and overall reinforcement of this policy.

All leaders are responsible for:

- Actively championing diversity and inclusion and integrating D&I considerations into strategic decision-making;
- Implementing and promoting diversity and inclusion within their respective teams;
- Demonstrating behaviours and attitudes that are consistent with our purpose and values;
- Demonstrating alignment with the Diversity & Inclusion Policy and any other related objectives;
- Attending training and educational opportunities provided that relate to diversity and inclusion;
- Supporting and encouraging employees to balance their career and home life by promoting and facilitating flexible working arrangements;
- Creating a safe and inclusive dynamic within their team and addressing any barriers to that;
- 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 resolve concerns quickly and respectfully in line with GPT's Grievance Resolution Policy.

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

- Actively contributing to a positive and inclusive workplace culture, respecting and celebrating diversity;
- Demonstrating consideration for the cultural and social differences of their co-workers;
- Treating all employees fairly and with respect;
- Raising any diversity concerns quickly and in line with the Grievance Resolution Policy;
- Engaging quickly and constructively if a concern regarding this policy has been raised in relation to their behaviour; and
- Participating in training or initiatives that support GPT's diversity & inclusion objectives.

### **3. Practice and guidelines**

A number of practices and principles support our diversity and inclusion objectives and inform how we pursue our corporate goals. These include:

#### **3.1 Recruitment and Promotion**

GPT is committed to recruiting and promoting the best person for the role based on performance, capability and potential to deliver business value.

We aim to proactively attract a diverse talent pool through targeted and strategic identification of candidates and partnerships with community groups and specialist recruiters. Our job descriptions and advertisements incorporate inclusive language and emphasise our commitment to diversity. Our recruitment and promotion processes are structured to mitigate unconscious bias and ensure fair and equal opportunity for all candidates and include:

- Internal advertising of available roles to support progression of existing talent within GPT;
- a minimum of two structured interviews;
- a target of two interviewers per interview of different genders where feasible;
- opportunities to meet other members of the team;
- psychometric and cognitive abilities testing by an external consultancy firm (for certain roles, where deemed appropriate);
- background and reference checking.

We consciously curate our interviewers for recruitment and promotion decisions to ensure diversity of perspective and to minimise potential for bias, and opportunities for promotion and transfer are accessible to all qualified employees, irrespective of demographic factors. Leaders are encouraged to consider internal candidates before looking externally to maximise opportunities for existing talent.

#### **3.2 Workplace Conduct**

GPT maintains a zero-tolerance policy for discrimination, harassment, and any form of biased behaviour. This is detailed further in our Equal Employment Opportunity and Workplace Behaviour Policy.

#### **3.3 Talent, Performance and Remuneration**

Performance evaluations and remuneration decisions are conducted through a lens of fairness and objectivity.

All employees set measurable objectives annually, and their performance against these is formally measured at year end. Individuals meet with their leaders regularly throughout the year to review and monitor their progress and performance. Calibrations are undertaken within each business unit to ensure objectivity and minimise potential for bias. Information collected through this process is used to inform succession planning, promotion, training and development opportunities and as input to remuneration outcomes.

Talent and succession planning prioritises the identification and development of a diverse pipeline of potential leaders. GPT's succession plan is updated annually and the composition of that plan (including in relation to gender) is reported to the Human Resources and Remuneration Committee of the Board. Mentoring and sponsorship (both formal and informal) are in place to support positive outcomes for diverse candidates.

The GPT Group undertakes an in-depth review annually to set remuneration and discretionary bonus payments. As part of this process, we focus on eliminating any identified gender pay equity gaps and addressing disparities to ensure fair outcomes for all employees.

#### **4. Learning and Development**

GPT has a framework and resources in place 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 available to employees, facilitated through different mediums (e.g. face to face, virtual, e-learning) both in house and with external providers. Linked to this is our Development Planning process that encourages employees to have an open dialogue with their managers regarding 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 demographic, seniority or role within the organisation. A suite of mandatory compliance training ensure employees are educated in issues of key importance to our business, including around standards of behaviour.

A range of inclusion training is in place to increase understanding and awareness of diverse perspectives, assist in mitigating bias and foster cultural competence.

#### **5. Flexible Working**

GPT acknowledges and supports various forms of flexible working to accommodate diverse needs, assist people to thrive in their work and successfully balance work and life priorities.

#### **6. Parental Leave and Support for Carers**

We offer a range of support to assist all our caregivers to manage their work and caring priorities. This includes access to a Work & Family Hub and Wellbeing Portal which offer a wide range of resources and practical support around successfully navigating work, family, caring and wellbeing.

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

- Paid parental leave of 22 weeks for all new parents (in addition to any benefit that the employee may be eligible to receive from the Government);
- No distinction between primary and secondary carer entitlements;
- Flexibility in how paid parental leave can be taken within the first 24 months of a child's arrival;
- 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;
- Coaching for new parents to support transition to combining work and parenting;
- Support including paid leave available for a range of other circumstances including adoption, surrogacy, fertility treatment, fostering or kinship care arrangements and pregnancy loss;
- Payment of a Childcare Allowance upon return to work to assist with the cost of child care.

## **7. Human Rights**

GPT is committed to upholding and respecting the human rights of every individual in our operations and supply chains. Our Employee Equal Opportunity and Workplace Behaviour Policy, our Supplier Code of Conduct and our Modern Slavery Statement outline our responsibilities and set out our expectations for employees and suppliers.

## **8. Harassment and Discrimination**

GPT takes a zero-tolerance stance on harassment or discrimination of any kind. In support of this we provide regular workplace learning for all employees on appropriate workplace behaviour and the expectations of all employees and leaders in creating a safe and respectful workplace for all. We have robust policies and procedures in place to proactively prevent the occurrence of unacceptable behaviour in the workplace. In addition, we have a Behavioural Conduct Working Group in place to ensure that any allegations or instances of misconduct are dealt with swiftly, proficiently and with care for the parties involved. More detail on this can be found in our Equal Employment Opportunity and Workplace Behaviour Policy.

## **9. Corporate Governance and Recognition**

GPT's governance structure actively reflects our commitment to diversity and inclusion, with diversity metrics and progress against those integrated into our corporate reporting. In consultation with the Board GPT establishes and assesses progress against measurable objectives annually. In particular we have targets with respect to gender diversity in senior roles, narrowing the gender pay gap and First Nations representation within the GPT workforce.

This Diversity & Inclusion Policy is a dynamic and evolving document, subject to frequent reviews and updates to ensure it remains aligned with the best practice, legal requirements, and the evolving needs of our diverse workforce.

## **10. Related policies procedures and guidelines**

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

## 11. Document control

Version	Document Owner	Author	Description	Document Approver	Approval / Revision Date
1.0	Chief People Officer	Emma Cullen	Revision of existing policy	Chief People Officer	January 2014
2.0	Chief People Officer	Shey Hooper	Revision of existing policy	Chief People Officer	April 2016
3.0	Chief People Officer	Andrew Milligan	Revision of existing policy	Chief People Officer	April 2017
4.0	Chief People Officer	Amy Waterhouse	RAP detail amendment, formatting and link updates	Chief People Officer	January 2020
5.0	Chief People Officer	Justine Knight	Update to existing policy	Chief People Officer	May 2022
6.0	Chief People Officer	Justine Knight	Review of entire policy and update to new policy template	Chief People Officer	February 2024