

Diversity & equal employment opportunity policy



How we foster a corporate culture that is fair and inclusive, and how we promote diversity among our people.



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1. INTRODUCTION

1.1 Definitions

Personnel	All employees, contractors, consultants, and visitors of the Pacific Energy group of companies (Group).
Employees	Any person with a direct employment relationship with the Group and therefore paid by the Group either through wages or salary.
Manager	An individual employee's direct supervisor/manager
CEO	Chief Executive Officer

1.2 General Statement of Policy

The Group is committed to fostering a corporate culture that is fair and inclusive, and embraces and promotes diversity among its employees, consultants, senior management, and Board. The company is committed to providing a work environment where differences are respected, and all employees are treated with dignity, courtesy and respect.

The Group specifically prohibits discrimination on the basis of age, race, disability, ethnicity, marital or family status, nationality, religion, sex, sexual orientation or any other characteristic protected by law.

All employment decisions are based on the individual applicant or employee's qualifications, experience, knowledge and skills as they relate to the particular job specification.

This commitment applies to all areas of our employment practices including recruitment, selection, promotion, remuneration, and development of employees. The Group seeks to have the best person in each job by matching our people's skills and motivations with clear, predefined, job-related criteria.

1.3 Purpose

The Group's policy serves as a guide to what is considered to be appropriate and responsible behaviour whether at the workplace or when representing the Group at any time or location.

This policy applies to our recruitment and employment practices, including talent and performance management processes, development opportunities, and our remuneration structure.

All employees have an obligation to support and respect equity, workplace diversity, ethical practices, workplace safety and help to prevent unlawful discrimination and harassment in their workplaces.

The Group will strive to identify and eliminate any discriminatory practices both direct and indirect within the workplace including Board appointments and representations, and will take action against inappropriate workplace behaviours.

1.4 Scope

It is the responsibility of the Group employees to comply with this policy. This policy relates to the treatment of all Group personnel.

This policy also applies to all communication tools related or associated to an individual's relationship with the Group, such as but not limited to use of email, online collaboration tools, mobile phones, an/or social media.

2. DIVERSITY

Diversity recognises, respects and values differences based on gender, ethnicity, colour, age, race, religion, disability, national origin and sexual orientation. It includes a range of individual characteristics and experiences, such as leadership and communications style, career path, life experience, educational background, marital status, parental status and other variables that influence personal perspectives.

These personal perspectives result in different approaches being taken on various issues which arise, and diversity is therefore also about diversity of thought.

The Group employs people on the basis that the person to fill a position is the best person to perform the duties for that position. Where applicants for a position are of equal standing, the Group will consider diversity in determining which applicant to appoint to the position.

3. EQUAL EMPLOYMENT OPPORTUNITY

Equal Employment Opportunity (EEO) requires all individuals to be treated fairly and similarly without prejudice or unfair preference being given to a person or group, and embraces the relevant provisions of the various Australian Federal and State Equal Opportunity and Anti-Discrimination Acts.

The Group promotes acceptance and recognises the equality of all people by ensuring that all employees receive fair and equal consideration. The Group is committed to ensuring that its recruitment, promotion and other employment practices are based on merit and result in the appointment, and promotion, of the best person for the job in every case.

4. RESPONSIBILITIES

Employees at all levels are required to maintain compliance with this policy as well as any associated policies, procedures and processes.

All supervisors and managers are expected to embrace and build diversity into their teams, and to demonstrate commitment to fostering a work environment where people feel valued, included, and able to reach their potential.

5. POLICY IMPLEMENTATION

5.1 Breach of this Policy

Failure to comply with the principles of this policy could result in appropriate disciplinary actions, including termination. Additionally, individuals may be subject to loss of Group access and privileges.

5.2 Policy Review

The CEO will monitor the effectiveness and review the implementation of this policy, considering its suitability, adequacy and effectiveness. Any improvements identified will be made as soon as possible.

All employees are responsible for the success of this policy and should ensure they use it to disclose any suspected wrongdoing.

Employees are invited to comment on this policy and suggest ways in which it might be improved. Comments, suggestions and queries should be addressed to the Company Secretary.

This policy will be reviewed annually by 20 December.

5.3 Dissemination of Policy

A copy of this policy will be provided to each employee upon commencement of employment and additional copies will be made available upon request.

5.4 Related Documents

5.4.1 Legislation

- (i) Age Discrimination Act 2004 (Cth)
- (ii) Australian Human Rights Commission Act 1986 (Cth)
- (iii) Disability Discrimination Act 1992 (Cth)
- (iv) Disability Services Act 1993 (WA)
- (v) Equal Opportunity Act 1984 (WA)
- (vi) Occupational Safety and Health Act 1984 (WA)
- (vii) Racial Discrimination Act 1975 (Cth)
- (viii) Sex Discrimination Act 1984 (Cth)
- (ix) Gender Reassignment Act 2000 (WA)
- (x) Workplace Gender Equality Act 2012 (Cth)
- (xi) Racial Hatred Act 1995 (Cth)
- (xii) Fair Work Act 2009 (Cth)

5.4.2 Related Policies

- (i) PEG-PO-HR-005 Code of Conduct Policy
- (ii) PEG-PO-HR -004 Grievances and Disputes Policy
- (iii) PEG-PO-HR -003 Discrimination, Harassment and Bullying Policy

A handwritten signature in blue ink, appearing to read 'Jamie Cullen', with a small horizontal line extending from the end of the signature.

Jamie Cullen
Group CEO

28 September 2022

6. ELECTRONIC APPROVAL RECORD

DATE OF AUTHOR	AUTHOR ROLE	NAME
30/11/2017	HR Services Manager	Mandy Macaskill
DATE OF REVIEW	REVIEWER ROLE	NAME
28/09/2022	Chief People, Culture & Sustainability Officer	Kaye Butler
DATE OF APPROVAL	APPROVER ROLE	NAME
28/09/2022	Chief Executive Officer & Managing Director	Jamie Cullen

7. DOCUMENT AMENDMENT RECORD

DATE OF CHANGE	REVISION	CHANGE EFFECTED
30/11/2017	1.0	New document.
07/10/2020	2.0	Updated.
14/09/2021	3.0	Updated.
22/06/2022	4.0	Document numbered, formatting and references
22/01/2024	5.0	Updated cover page.