

## **DIVERSITY AND INCLUSION POLICY**

### **LIVEHIRE LIMITED ("Company" or "LiveHire")**

#### **1. Scope**

This diversity and inclusion policy ("Policy") applies to the Company's board of directors ("Board"), officers and employees ("Personnel").

#### **2. Purpose**

LiveHire is committed to diversity and maintaining an inclusive workplace that embraces and celebrates diversity. Diversity and inclusion contribute to LiveHire's success and benefits individuals, clients, teams, shareholders, and stakeholders.

LiveHire recognises that a diverse and inclusive workplace improves its ability to attract, retain, motivate, and develop the highest quality talent, with different backgrounds, knowledge, experiences and abilities.

The Company recognises that diversity amongst its Personnel:

- Broadens the pool of high-quality directors, management and employees generally;
- Is likely to support employee retention;
- Is likely to encourage greater innovation by drawing on different perspectives;
- Helps avoid "groupthink" or other cognitive biases in decision making;
- Is a socially and economically responsible governance practice; and
- Will improve the Company's corporate reputation.

#### **3. Definitions**

LiveHire recognises that diversity not only encompasses gender but extends to age, ethnicity, religious beliefs, cultural background, language, marital or family status, sexual orientation, gender identity, disability, socio-economic background, perspective and experience.

At LiveHire, diversity means:

- an inclusive workplace that embraces individual differences;
- a workplace that is free from discriminatory behaviours and business practices including discrimination, harassment, bullying, victimisation and vilification. In order to have an inclusive workplace, discrimination, harassment, bullying, vilification and victimisation cannot and will not be tolerated by the Company;
- equitable frameworks and policies, processes and practices that limit potential unconscious bias;
- equal employment opportunities based on capability and performance;
- awareness of the different needs of employees;
- the provision of flexible work practices and policies to support employees; and
- attraction and retention of a diverse range of talented people.

Inclusion means the state where all employees have the opportunity to fully contribute and participate in the workplace. This is achieved when individuals feel valued, respected, psychologically safe and have a sense of belonging.

LiveHire aspires to achieve the objectives set out in this Policy and aims to embed a strong diversity framework within its systems and culture.

#### **4. Board's Responsibilities**

The Board of LiveHire will be responsible for promoting diversity and inclusion within the Company's culture and monitoring the effectiveness of this Policy. LiveHire recognises that it needs to provide management with appropriate guidance in order to foster a value for diversity and inclusion within its management culture. To achieve this, LiveHire is committed to continuing to provide its management with the appropriate training and resources to understand the benefits of diversity in recruitment strategies and day-to-day management strategies.

The Board will continue to foster initiatives that will achieve diversity and inclusion goals. Key initiatives include:

- appropriately structured recruitment and selection practices at all levels (from the board downwards) so that a diverse range of candidates are considered and guarding against any conscious or unconscious biases that might discriminate against certain candidates; and
- the development of a broader and more diverse pool of skilled and experienced employees and that, over time, will prepare them for senior management and board positions.

The Company will also take all reasonable steps to ensure that fair, non-discriminatory decisions are made in respect to workplace opportunities and benefits, including:

- training and development opportunities;
- promotional opportunities;
- work allocation, shifts, rosters, hours of work and overtime;
- flexible work arrangements;
- salary levels and packages;
- leave arrangements (of all types);
- pregnancy arrangements and maternity and parental leave; and
- performance assessment.

#### **5. Remuneration and Nomination Committee's Responsibilities**

The Remuneration and Nomination Committee (if any) is responsible for reviewing this Policy and will provide the Board with an annual report on the status of diversity within the Company and the effectiveness of the measurable objectives, in relation to each reporting period, for achieving gender diversity in the composition of its Board, management and employees generally.

In the absence of a Remuneration and Nomination Committee, the Board is to ensure these responsibilities are fulfilled.

#### **6. Personnel's Responsibilities**

All Personnel are required to act in a manner that supports diversity and inclusion within the workplace and promotes the objectives set out in this Policy. Employees are encouraged to provide feedback to management regarding programs or initiatives which will improve the Company's approach to diversity and inclusion in the workplace.

## **7. Measurable Objectives**

The Board commits to designing and implementing measurable objectives to assist the Company to achieve gender diversity and review the Company's progress in meeting these objectives and the effectiveness of these objectives each reporting period.

The Remuneration and Nomination Committee (if applicable) is responsible for:

- recommending such measurable objectives to the Board in light of the Company's general selection policy for Personnel; and
- reporting to the Board on the Company's progress towards achieving its measurable objectives each reporting period. This report will include a review of the relative proportions of men and women at all levels in the organisation.

## **8. Review of the Policy**

This Policy will be reviewed periodically by the Board to check the effectiveness of the Company's measurable objectives during that reporting period and whether any changes are required to this Policy.