

DIVERSITY AND EQUITY POLICY

1. BACKGROUND

- 1.1 Waterco has a strong commitment to diversity and is very proud of the fact that its current workforce is comprised of individuals with different skills, values, experiences, backgrounds and attributes.
- 1.2 As an organisation operating within a diverse national and international community, Waterco endeavours to continually develop, adopt and improve its policies, practices and ways of working that support diversity (including diversity across gender, age, ethnicity, sexuality, religious beliefs, and cultural background).

2. POLICY

2.1 Waterco recognises:

- (a) that diversity enriches our business, bringing fresh ideas and perspectives, increasing shareholder value and maximising our competitive advantage;
- (b) that all individuals have the right to be treated equitably and with a level of mutual respect and integrity, enabling them to reach their full potential;
- (c) the need for balanced representation of both women and men at all levels, and in key organisational and management decisions; and
- (d) the fact that we work with and within culturally and linguistically diverse communities should be reflected in our workforce and organisation practices.

2.2 Waterco is committed to:

- (a) providing an inclusive workplace in which everyone has the opportunity to fully participate and is valued for their distinctive skills, experiences and perspectives;
- (b) promoting the principles of merit and fairness when making decisions about recruitment, development, promotion and remuneration;
- (c) actively managing diversity by developing strategies, initiatives and programs to foster equity, mutual respect and dignity;
- (d) creating an environment which is free from discrimination and any kind of harassment, vilification, bullying or victimisation; and
- (e) maintaining systems and processes to assist in managing complaints relating to breaches of this policy so that all employees feel confident that allegations will be investigated and dealt with in a confidential, professional and objective manner.

3. KEY STRATEGIES

- 3.1 To ensure the achievement of this policy, Waterco will appoint a Diversity Coordinator and develop programs containing active initiatives that:

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- (a) encourage all employees to make their particular and valuable contributions to the workplace;
- (b) encourage flexible work practices that support work / life balance and provide support for family and personal choices (including but not limited to maternity / paternity leave arrangements and religious observances);
- (c) encourage the recruitment and participation of members from the two target groups:
 - (i) women; and
 - (ii) people from different cultural backgrounds;
- (d) prevent discrimination in the:
 - (i) advertising of jobs;
 - (ii) type of application forms used for prospective applicants;
 - (iii) interview and selection process;
 - (iv) terms and conditions of employment which are afforded to employees;
 - (v) policies and procedures utilised for determining the entitlements of employees to various benefits; and
 - (vi) procedures used in reviewing and assessing the performance of an employee; and
- (e) encourage a high level of female participation across the organisation including among senior management and the Board through succession planning, career development, mentoring and networking programs.

4. RESPONSIBILITIES

4.1 All employees share the responsibility for ensuring proper standards of conduct are upheld in the workplace. Management and employees of Waterco must collaborate to ensure the achievement of this policy:

- (a) **Board:** responsible for overseeing this policy and related strategies, initiatives and programs to ensure diversity and equity throughout Waterco's activities. The Board must set measurable objectives for achieving gender diversity in accordance with the ASX Corporate Governance Principles.
- (b) **Remuneration Committee:** responsible for assessing the achievement of gender diversity against measurable objectives set by the Board, including the representation of women at all levels of the organisation. The committee must report to the Board on an annual basis.
- (c) **Managers:** responsible for understanding their role in promoting diversity within the organisation, communicating and implementing policies and procedures effectively and

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working with employees to integrate the values of diversity into employment practices. Managers are responsible for the prevention of discriminatory, harassing and vilifying behaviour in the areas or activities for which they are responsible.

- (d) **Employees:** responsible for understanding this policy and incorporating it into their daily work practices. Required to treat colleagues, subordinates and external contacts equitably and with respect (which includes familiarising themselves with local culture, etiquette, protocol and communication techniques while working in foreign geographic regions). Expected to report any incidence of sexual harassment from another employee or from an external person with whom they have had contact because of work.

5. DISCIPLINARY ACTION

- 5.1 Waterco does not tolerate non-inclusive behaviour and upholds the law aimed at preventing vicarious liability. Disciplinary action, which may include dismissal, will be taken against anyone found to be in breach of this policy.
- 5.2 Complaints of discrimination will be treated seriously and will be attended to promptly and confidentially. Utmost care will be taken to investigate complaints by recognising the rights of all parties involved and to resolve complaints impartially.
- 5.3 If you consider that you have been the subject of discrimination and wish to contact someone about it and/or register a complaint, the sources of consultation are your Manager, Supervisor, or Human Resources Manager. For a complaint to be formal, it must be in writing.