

Diversity & Inclusion Policy



Pro-Pac Packaging Limited
ABN: 36112971874

DIVERSITY & INCLUSION POLICY

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Diversity & Inclusion Policy

1 Document Control

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2 Background and Governance

2.1 Background

The objective of this policy is to:

- Outline PPG's (Pro-Pac Australia and subsidiaries) commitment to creating an environment of diversity that enables inclusion,
- Provide examples of ways in which this commitment can be brought to life for our people and the communities within which we operate and;
- Identify measures to ensure accountability and that we stay true to our ideals and promises

2.2 Governance

Who does this apply to?

It applies to all PPG staff members, including employees, contractors and agency staff. This policy may be reviewed, varied, added to or withdrawn by PPG at any time, at the organisation's absolute discretion. This policy, and any amendments to it, does not form part of an employee's employment contract or any PPG Workplace Agreements.

When does it apply from?

The Diversity & Inclusion Policy is effective from March 1st, 2020.

How often will we review the policy?

At least annually.

Who approves it?

The Board.

Who owns it?

The GM People and Culture.

Who do I talk to about it?

You can take questions about this policy to your Manager.

What happens if there is a conflict between different policies?

If the Diversity & Inclusion Policy conflicts with any other PPG policy, the GM People and Culture will resolve the discrepancy.

Confidentiality

All PPG policies are confidential documents. Only the document owner can approve the release of this document to third parties.

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Applicable Legislation

- Federal and State anti-discrimination legislation

Related Policies/Guidelines

Other PPG Policies and Guidelines related to this policy include:

- Code of Conduct
- Performance and Conduct
- Remuneration
- Health, Safety & Wellbeing
- Conflict of Interest

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3 Policy

It is the policy of Pro-Pac Packaging Limited and its related entities which form the Pro-Pac Group (“PPG”) to provide an environment, which supports and respects diversity. PPG recognises that accepting and utilising a diverse workplace with diverse skills and talents of its employees and board members is vital to its continued success and competitive advantage.

To the extent practicable, PPG will address and adopt the recommendations and guidance contained in the ASX Corporate Governance Council’s Corporate Governance Principles and Recommendations (ASX Guidelines) including the commitment to support the representation of women at the senior management and board level at PPG.

We reflect these beliefs through our diversity and inclusion commitments to our customers, our industry and our people:

- **For our customers**
A diverse workforce provides us with deeper insights and understanding into our customer base, so that we can better meet their needs from a communication, engagement and innovation perspective.
- **For our industry**
PPG thinks differently to other packaging companies. We have a free-thinking culture committed to innovation and partnership and provide market leading products and outcomes as a result.
- **For our people**
PPG provides a respectful environment, where you can bring your whole self to work, where your opinions and talents are welcomed and valued, and where you will be given fair and equitable career development opportunities.

3.1 What does diversity mean at PPG?

Consistent with PPG’s corporate values, PPG aims to foster an environment where diversity is supported, and individuals have equal access to opportunities available at work. For the purposes of this policy diversity includes, but is not limited to, gender, age, ethnicity, sexual preference, disability and cultural background.

3.2 What does inclusion mean at PPG?

Inclusion is about valuing and including people from diverse groups in all aspects of work. In an inclusive workplace, people feel:

- They can bring their whole selves to work
- Valued and respected for who they are
- Connected to and accepted by their co-workers
- That they have opportunity to develop their career and progress
- That they are able to contribute their unique talent, skills, experiences and ideas to the organisation.

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Inclusive environments ensure that people haven't been disadvantaged, marginalized, excluded or adversely impacted due to aspects of their diversity. Being inclusive requires awareness, empathy and sometimes adjustment to how you might normally operate. Examples include:

- Accommodating people who have family carer responsibilities with workplace flexibility, and being willing to adjust meeting times to accommodate their workplace flexibility arrangements
- Actively asking quiet members of a group for their opinions if they are not forthcoming – people from certain demographics may not be confident speaking in groups where they feel 'different'
- Sending out documents in advance for those who may have English as a second language, so they have the time to work through and digest content before a meeting.

3.3 Diversity and Inclusion in Action at PPG

Successfully creating an inclusive workplace that celebrates the richness of our diversity requires active commitment from everyone. Bringing this to life at PPG requires that we each:

- Actively strive to have a diverse representation across teams and groups
- Create inclusive environments where all members feel valued, respected and able to contribute
- Make reasonable adjustments to enable all members to participate, contribute and have a fair opportunity
- Develop skills and awareness about the barriers to D&I, including unconscious bias, and actively seek to overcome these
- Track and report on the progress over time.

To ensure that we are achieving these goals, we work proactively to develop and implement processes, measures and programs to create a diverse and inclusive environment. We do this through a range of activities focused on awareness, education, celebration and support.

3.4 Educate PPG

Raising awareness and providing education is fundamental to becoming an organisation that embodies and reaps the benefits of D&I. That includes:

- Campaigns to raise awareness of the value and importance of D&I
- Leveraging our data to understand the challenges, gaps and strengths for D&I at PPG
- Building empathy for the challenges of different interest groups and the barriers they face to inclusion
- Providing tools and training for leaders and individuals to champion D&I in their roles across the business, to help to become an organisation where all voices are heard and valued, and where everyone has fair and equal opportunity to participate, contribute and grow.

3.5 Hiring at PPG

PPG is committed to ensuring that talent acquisition, selection and talent management processes are transparent and equitable. We foster an environment where qualified candidates from a diverse range of backgrounds can apply and be considered for opportunities and strive wherever possible to make those opportunities flexible in the way in which they can be executed.

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Wherever possible, interview panels for senior management and board positions shall comprise both female and male interviewers, and short-listed candidates for such roles shall be both male and female.

3.6 Board @ PPG

The PPG Board has an overarching responsibility to establish measurable objectives for achieving gender diversity.

The measurable objectives should identify ways in which the achievement of diversity (including gender diversity) is measured, for example, the proportion of women employed by PPG in senior executive positions and on the Board. The measurable objectives are published in the Company's Corporate Governance Statement each year.

The Board and/ or the Remuneration and Nomination Committee will assess progress against the measurable objectives on an annual basis and any new initiatives aimed at promoting and supporting diversity.