

## **Create AV Diversity Policy**

### **1. OVERVIEW**

Diversity at Create AV is expressed through management's commitment to equality and the treatment of all individuals with respect.

Create AV is committed to developing a rich culture, a diverse workforce and a healthy work environment in which every employee is treated fairly, is respected and has the opportunity to contribute to the success of the company, while having the opportunity to achieve their full potential as individuals.

Diversity at Create AV refers to all the characteristics that make individuals different from each other. It includes characteristics or factors such as religion, race, ethnic origin, language, gender, sexual orientation, disability, age or any other potential factor of difference.

Create AV understands that the wide range of experiences and perspectives resulting from such diversity promotes innovation and business success. Diversity management makes us creative, productive, responsive, competitive and creates value for our shareholders.

### **2. SCOPE**

This policy applies to all current employees of Create AV, including full-time and part-time, contractual, permanent and temporary employees and also applies to job applicants.

### **3. COMMITMENT FROM CREATE AV**

We are opposed to all forms of unlawful and unfair discrimination. All employees, no matter whether they are part-time, full-time or temporary, will be treated fairly and with respect. When Create AV selects candidates for employment, promotion, training or any other benefit, it will be on the basis of their aptitude and ability.

We are opposed to any form of illegal and unfair discrimination. All employees, whether part-time, full-time or temporary, will be treated fairly and with respect.

When Create AV will select candidates for employment, promotion, training or any other benefit, it will be on the basis of their skills, abilities and merit.

Create AV is committed to:

- Create an environment in which the individual differences and contributions of all team members are recognised and valued.
- Create a working environment that promotes dignity and respect for every employee.
- Attract and retain a skilled and diverse workforce that represents the talent available in the communities in which our assets are located and our employees reside.
- Ensure appropriate selection criteria based on diverse skills, experience and perspectives is used when hiring new staff.
- Ensure that applicants and employees of all backgrounds are encouraged to apply for and have fair opportunity to be considered for all available roles.
- Provide, to the greatest extent possible, universal access to safe, inclusive and accessible premises that allow everyone to participate and work to their full potential.
- Comply with equal opportunity and anti-discrimination legislation.
- Not tolerate any form of intimidation, bullying, victimisation, vilification or harassment and to take disciplinary action against those who violate this policy.
- Provide training, development and advancement opportunities for all staff based on merit.
- Ensure each gender represents at least 50% of the management team.
- Encourage anyone who feels they have been discriminated, to express their concerns so that we can take corrective action.

- Encourage employees to treat everyone with dignity and respect.
- Regularly review all our employment practices and procedures so that fairness is maintained at all times.
- Ensure to the greatest extent possible that all panels that Create AV organises or participates on include representation of each gender.
- Set measurable objectives for gender diversity and inclusion performance commitments.

Create AV will inform all employees that an equality and diversity policy is in operation and that they are obligated to comply with its requirements and promote fairness in the workplace.

Create AV equality and diversity policy is fully supported by senior management and its director. Our policy will be monitored and reviewed annually to ensure the quality and diversity are continually promoted in the workplace.

#### **4. EMPLOYEE RESPONSIBILITIES**

- All employees of Create AV have a responsibility to treat others with dignity and respect at all times.
- All employees are expected to exhibit conduct that reflects inclusion during, at work functions on or off the work site, and at all other company-sponsored and participative events.
- All employees are also required to attend and complete annual diversity awareness training to enhance their knowledge to fulfil this responsibility.

## 5. MANAGER RESPONSIBILITIES

- Managers are responsible for understanding their role in promoting diversity, communicating and implementing policies and procedures effectively and working with staff to integrate the values of diversity into employment practices.
- Build a workforce that is provided with opportunities to develop skill and experience for career advancement, learning and development.
- Executive management will lead and approve policy review, revision as appropriate and monitoring of data collected.

## 6. COMPLIANCE, TRAINING, REVIEW & BREACH

- All directors, officers and employees are responsible for complying with the Company's diversity policy and reporting violations or alleged violations in accordance with that policy.
- Managers and staff will receive the resources, training and support necessary to implement this policy.
- The policy will be reviewed on an ongoing basis to reflect changing legislation, demographics, and organisational priorities.
- Any breach of this diversity policy must be reported directly to the management team. Anyone who contravenes this diversity policy may be subject to disciplinary action, including dismissal.