



PORT OF TAURANGA LIMITED

DIVERSITY AND INCLUSION POLICY

1 ***Introduction***

Port of Tauranga Limited (POTL) is committed to building an organisational culture that promotes diversity and inclusiveness within a meritocracy.

POTL believes that the ability to attract, recruit, develop and retain a diverse workforce enables innovation, improves engagement and business performance, and underpins our reputation as a socially responsible good employer.

Diversity is the characteristic that make individuals similar or different to each other. Diversity encompasses the differences we bring to work including skills, experiences, age, ethnicity, gender, sexual orientation, religious beliefs, disabilities, thinking styles and more.

Inclusion is the way of thinking and behaving which creates a work environment and culture where individual perspectives and differences are valued, and decisions are made without conscious or unconscious bias.

Together, diversity and inclusion are powerful enablers of stronger teams, better relationships and a more capable organisation.

2 ***Purpose***

This policy provides a framework confirming and reinforcing POTL's commitment to diversity through creating and maintaining an inclusive and collaborative workplace culture. It recognises the rewards of embedding such culture.

Consistent with our values, we are a workplace that recognises and values diversity.

3 Scope

This policy applies to the Board of Directors, Management and all employees of POTL.

4 Roles

4.1 The **POTL Board** is responsible for:

- promoting a corporate culture of diversity and inclusiveness;
- role modelling and promoting diversity and inclusion within POTL; and
- setting and reviewing objectives for Board and Management.

4.2 The **POTL Remuneration Committee** is responsible for:

- periodically reviewing POTL's Diversity and Inclusion Policy, objectives, strategies and initiatives and the progress made towards achieving these; and
- reporting annually to the Board on the effectiveness of POTL's diversity objectives and, where appropriate recommend revised objectives.

4.3 The **Executive Team** is responsible for:

- leading diversity and inclusiveness for POTL;
- assisting the Remuneration Committee in setting measurable objectives that align with the objectives for achieving greater diversity and inclusion;
- communicating clear expectations of behaviour to leaders and employees;
- ensuring specific diversity and inclusiveness strategies and initiatives are implemented within their divisions; and
- reporting to the Remuneration Committee on diversity and inclusion.

4.4 **Human Resources** is responsible for:

- maintaining awareness of diversity and inclusion best practice;
- building and sustaining people practices that enable our diversity and inclusion aspirations to be achieved;
- ensuring Managers and Supervisors have the knowledge, skill and training to promote diversity and lead diverse teams;
- providing diversity support, raising awareness and assisting to educate; and
- implementing and reporting annually on organisation capability.

4.5 **People Leaders** are responsible for:

- maintaining awareness of POTL's diversity and inclusion approach and intentions; and
- ensuring they are capable to enhance and leverage diversity and inclusiveness in their teams.

4.6 All **POTL Employees** are responsible for:

- upholding POTL's commitment to diversity and inclusion; and
- ensuring their behaviours are consistent with this policy, specifically, that individual differences are encouraged, respected and valued.

5 Policy Guidance

The intention of this policy is to encourage, embrace and retain a diverse workforce. This will be achieved by ensuring we:

- Support a culture where qualified applicants are recruited, selected and promoted, based on merit and their alignment with our expectations. These decisions are free from any kind of conscious or unconscious bias based on gender, ethnic or national origins, colour, race, marital status, sexual orientation, age, disability, family status, employment status, religious or political belief.
- Maintain pay parity.
- Eliminate barriers within the work environment to ensure all employees, including potential employees, are not discriminated against by inappropriate systems, practices or attitudes.
- Engage talent management and succession planning processes which will develop talent from a range of backgrounds. All opportunities in POTL will, first and foremost, be merit-based.

6 Initiatives

To affirm the policy guidance, a range of initiatives and activities are proposed where POTL will strive to:

- ensure our people processes and practices (including recruitment, remuneration, promotion and development opportunities) are aligned and are equitable, inclusive, and fair;
- favour recruitment tools and platforms which generate diverse pools of potential candidates;
- promote mechanisms for employees to provide feedback about POTL's inclusivity, and establish systems to ensure that any concerns are addressed promptly;
- develop inclusiveness as a capability of all our employees through training and workshops; and

- develop POTL's cultural competency, with attention to Māori as a key stakeholder in our business activities.

7 Measurable Objectives

The Board has established, as an initial diversity objective, a gender balance objective for POTL where by 2025 a minimum of 40% females and 40% males are to hold director, executive and manager level positions. POTL will report each year on progress against this objective.

8 Overriding Caveat

Nothing in this policy should be taken to endorse:

- the principal criteria for recruitment, development or promotion being on anything other than merit; or
- discriminatory behaviour which is contrary to the law or POTL's Discrimination, Bullying and Harassment Policy.

The guidance and initiatives of this policy are intended to enable the monitoring of diversity and inclusion.

9 Review

This Charter will be reviewed annually by the Board.