



Port of Tauranga

Connecting New Zealand and the World

Diversity and Inclusion Policy

December 2025

1. 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.

2. Scope

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

3. Definitions

Terminology	Definition
Policy	A set of official rules, guidelines, and principles established by a company to govern its operations and employee behaviour.
Approver	The official or committee that authorises the policy
Policy Owner	The official who has authority and control over the policy, including making decisions about its management and benefits. Corporate Policy Owners are Senior Management Team (SMT) members or are assigned by the SMT. The Policy Owner is ultimately accountable for the policy. Also responsible for initiating, advocating, and providing oversight for the policy within an organisation – champion of the policy.
Diversity	Encompasses the differences we bring to work including skills, experiences, age, ethnicity, gender, sexual orientation, religious beliefs, disabilities, thinking styles and more.
Inclusion	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 and unconscious bias.
Review Period	The period within which a Policy Owner must review a policy.

4. Policy Statement

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.

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

4.1 Role

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.

The **POTL People and 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.

The **Executive Team** is responsible for:

- leading diversity and inclusiveness for POTL;
- assisting the People and 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;
- reporting to the People and Remuneration Committee on diversity and inclusion.

People and Capability 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.

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.

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.

4.2 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 the required competencies to perform the role, and their alignment with our expectations. These decisions are free from any kind of conscious or unconscious bias based on sex, gender, ethnic or national origins, colour, race, marital status, sexual orientation, age, disability, family status, employment status, religious or political belief.
- Avoid discriminatory behaviour which is contrary to the law or POTL's Discrimination, Bullying and Harassment Policy.
- Maintain pay equity (same pay for the same job).
- 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 awarded on the basis of the competencies required to perform the role.

4.3 Measurable Objectives

The Board has established, as an initial diversity objective, a gender balance objective for POTL whereby a minimum of 40% females and 40% males are to hold director, executive and manager level positions. POTL will actively work towards this objective as opportunities arise in line with above policy guidance and will report each year on progress against this objective.

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

5. Roles and Responsibilities

Role	Responsibility
Policy Owner	Develops, maintains and reviews the policy
Endorser	Endorses the policy for approval
Approver	Authorises the policy
Board	Promoting; diversity and inclusion with POTL
People and Remuneration Committee	Reviewing the policy and reporting to Board effectiveness of POTL's diversity objectives

Managers	Maintain awareness of POTL's diversity and inclusion approach
Staff	Comply with the policy

6. Training and Support

All employees will be required to read and acknowledge the policy as part of the induction process.

7. Communication

The policy will be posted on the website under the Governance section and available on the intranet.

8. Review

This Policy will be reviewed annually by the Board.

Policy Owner:	GM Corporate Services
Effective Date:	December 2025
Next Review Date:	December 2026
Endorser:	The People and Remuneration Committee
Approved:	Board

