

# DIVERSITY POLICY

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## INTRODUCTION

IncentiaPay Limited is committed to promoting diversity in the workplace and recognising the differences between people across gender, age, disability, sexual orientation and cultural backgrounds. Diversity also includes differences in background and life experience, communication styles, interpersonal skills and education. All of these elements lead to increased diversity of thought and approach and are viewed as important in creating an innovative workplace.

To be a diverse and inclusive workplace means acceptance and respect. It is an understanding that each individual is unique, and recognises that welcoming and including individual differences allows each person to bring their whole self to work.

At IncentiaPay everyone will be provided with the same opportunities to reach their full potential.

## DIVERSITY OBJECTIVES

IncentiaPay views diversity as an asset to the organisation with strong links to improved performance. For this reason, we will establish yearly measurable gender diversity-related objectives in order to:

- Provide all IncentiaPay employees with access to equal opportunities and outcomes, including equal remuneration for equal performance
- Remove barriers to women's participation in the workforce
- Provide full and genuine access to all occupations, including to leadership roles for women and men
- Drive a culture where rewards are directly linked to employee contributions and performance

IncentiaPay's Gender Diversity objectives relate to:

Focus Area	Objective	Measure
Diverse workforce	<ul style="list-style-type: none"><li>• Increase awareness of gender representation across IncentiaPay</li></ul>	<ul style="list-style-type: none"><li>• Increase female representation at General Manager and Senior Leadership levels</li><li>• Establish reporting on gender ratios by Division</li></ul>
Recruitment & Selection	<ul style="list-style-type: none"><li>• Ensure equal opportunity for all IncentiaPay positions</li></ul>	<ul style="list-style-type: none"><li>• Document job descriptions for all new roles including skills and experiences required and ensuring they are gender-neutral in tone</li><li>• Advertise all opportunities internally and ensure they are accessible to all employees applying a fair and unbiased selection process</li></ul>
Retention	<ul style="list-style-type: none"><li>• Reduce turnover rates across IncentiaPay</li></ul>	<ul style="list-style-type: none"><li>• Monitor exit data by gender on a quarterly basis to understand the reason for employees leaving</li><li>• Provide leave benefits and maintain policies regarding parental leave</li></ul>

Training & Development	<ul style="list-style-type: none"> <li>• Ensure all employees are provided with opportunities to progress</li> </ul>	<ul style="list-style-type: none"> <li>• Establish a process for an annual performance and career discussion that includes a Development plan and includes how employees are tracking to their personal objectives</li> </ul>
Remuneration	<ul style="list-style-type: none"> <li>• Maintain pay equity for like roles and performance</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct an annual review of remuneration levels by gender</li> </ul>

## MEASUREMENT

The Employer will monitor and carry out regular reviews to assess the progress of the diversity-related objectives and their effectiveness. Employees are encouraged to make recommendations regarding the existing or future diversity-related initiatives.