

# Diversity, Equity & Inclusion Policy



## OUR VISION

At HQPlantations we believe and respect that diversity, equity, and inclusion is central to our values of Commitment, Drive, Integrity, Respect, and Adaptability.

These values will drive our diversity, equity and inclusion agenda. This agenda promotes the need for all our people to be open to different ideas and cultures and support this in our workplace. This requires a commitment to listening to each other (including our customers and stakeholders), treating everyone fairly, being inclusive, making people feel that they belong, and valuing different perspectives.

## OUR DEFINITIONS

At HQPlantations we define these terms as follows:

**Diversity** is the way in which we are unique, both visible and invisible, innate and external. It describes the differences and uniqueness of our people, acknowledging the unique blend of knowledge, skills, and perspectives people bring to the workplace. Diversity can include characteristics such as age, gender, gender identity, disability, sexual orientation, religious beliefs, cultural background and ethnicity, language, and education.

**Equity** is the act of ensuring that practices and decision making processes are fair, impartial, and free of bias whereby everyone, regardless of their diversity, receives fair treatment, access, and opportunity.

**Inclusion** is our culture which allows everyone to bring their authentic selves to work, achieve their full potential, and where everyone's perspectives and efforts are considered and valued by our Company and our employees. It is about removing barriers to make sure that all our people can fully participate in the workplace and have equal access to opportunities. It is a workplace that is fair and equitable and free of discrimination, harassment, bullying and other unlawful behaviour. We see inclusion as empowering people to contribute their skills and perspectives for the benefit of HQPlantations performance and business goals.

**Belonging** refers to an individual's sense of acceptance. Belonging is usually the result of the level of inclusion an individual feels in their environment.

## OUR OBJECTIVES

HQPlantations is committed to providing a *Growing Together Culture* that fosters diversity, equity, and inclusion (DEI) throughout the company. We will achieve this by:

1. Treating all people with respect and fairness regardless of sex, sexuality, disability, age, race, ethnicity, religion, culture, or other arbitrary feature;
2. Developing an inclusive and representative workforce at all levels of the company;

3. Eliminating stigmas and limitations and create a culture of inclusion through the promotion of education, awareness, and mutual understanding;
4. Creating and fostering equality through a supportive and understanding environment for all individuals to realise their maximum potential regardless of difference;
5. Promoting and supporting a strong, equitable and fair workforce comprising, accommodating, encouraging, and respecting a diverse range of individuals and views;
6. Providing visible leadership that fosters a culture free from discrimination, bullying, sexual harassment and other unlawful behaviour;
7. Ensuring that all employees feel included, valued, and respected with access to equal opportunities to enable people to bring their true self to work; and
8. Committing to a broad range of experience and perspectives thus providing employees with a better opportunity to understand and engage HQPlantations customer base and the communities in which it works.

## OUR APPROACH

At HQPlantations we will achieve Our Objectives through the following actions:

1. Maintaining zero tolerance of unlawful behaviour including discrimination, sexual harassment, bullying, or victimisation in the workplace;
2. Development of inclusive work teams where everyone feels valued, included, and treated fairly with the upmost respect;
3. Unlocking potential by creating an inclusive workplace where everyone feels safe and confident to contribute their ideas and perspectives, facilitating more creative and innovative outcomes;
4. Minimising the risk of our reputation, both individually and as a company by ensuring we comply with all relevant discrimination and human rights legislation;
5. Merit-based decision making where we apply objective criteria to all areas of the business, including:
  - Attraction, selection, and retention of employees;
  - Performance management and remuneration;
  - Learning and capability development;
  - Health and Safety;
  - Day-to-day operations; and
  - Contractor and customer management.

6. Developing a *Diversity, Equity & Inclusion Action Plan* which sets out the steps that HQPlantations will take to achieve our goals; and
7. Establishing a *Diversity, Equity & Inclusion Reference Committee* responsible for identifying strategies to achieve our goals.

## OUR RESPONSIBILITIES

To achieve our diversity, inclusion and belonging vision and objectives ***we all have a responsibility***. The Responsibilities for this policy are as follows:

Board of Directors	<ul style="list-style-type: none"> <li>• Commitment to diversity, equity and inclusion</li> <li>• Supporting management in the achievement of our vision and objectives</li> </ul>
Executive Leadership Team (ELT)	<ul style="list-style-type: none"> <li>• Approve policy, approach, strategies, and initiatives to achieve our vision and objectives</li> </ul>
Diversity, Equity & Inclusion Reference Committee	<ul style="list-style-type: none"> <li>• Promote diversity, equity and inclusion at HQPlantations</li> <li>• Review and provide input into HQPlantations Diversity, Equity &amp; Inclusion Action Plan</li> <li>• Actively support the delivery of the Diversity, Equity &amp; Inclusion Action Plan</li> </ul>
People & Safety Business Group	<ul style="list-style-type: none"> <li>• Chair, and provide support and assistance to the Diversity, Equity &amp; Inclusion Reference Committee</li> <li>• Monitor DEI strategies</li> <li>• Report on DEI actions to ELT and the Board</li> </ul>
Leaders	<ul style="list-style-type: none"> <li>• Lead DEI actions in the workplace</li> <li>• Foster diversity of thought</li> <li>• Role model inclusive leadership</li> </ul>
All Employees	<ul style="list-style-type: none"> <li>• Embrace and advocate diversity</li> <li>• Demonstrate inclusion in their behaviour and decision making</li> </ul>