



# Diversity & Inclusion Policy

Payright Limited

# Diversity & Inclusion Policy

## Statement

Payright's Diversity & Inclusion Policy sets out what we expect from everyone, starting with the atmosphere we all create. Built on respect, reflective of our diverse Payright community and accommodating of our differences. Our inclusive environment makes for better ideas, better customer experiences and a better place to work – for all of us.

At Payright, we understand and accept that everyone's different and encourage and celebrate everybody's unique attributes. We know being truly inclusive generates diversity of thought and this is fundamental to developing progressive organisational capability and delivering optimal business performance. The purpose of this policy is to articulate our commitment to creating a culture of inclusion, where we collaborate and treat everyone with respect, and where everyone experiences a genuine sense of belonging.

## Scope

This policy applies to everyone who works at Payright, including all employees and contractors (Team Members), the CEOs and Executive Leadership team (Leaders) and the Payright Board.

### Team Members:

Our Team Members must value and respect the difference in others and call out behaviour that isn't consistent with this policy. Team Members must consider participating in and helping to celebrate days of significance to show support for other team members.

### Payright Leaders:

Payright Leaders must encourage behaviour consistent with our values and ways of working and contribute to continuous improvement in our culture as well as actively balance the needs of team members and the business when applying this policy. They must be an advocate for inclusion in everyday practice.

Payright Leaders are responsible for our inclusion strategy; provide strategic guidance on its implementation, monitor progress, report to the Board and act as ambassadors to drive inclusion across Payright. Payright Leaders must be visible champions of our values and commitment to diversity and inclusion and role model these behaviours in all aspects of Payright life.

### Payright Board:

The Board is responsible for governance, setting diversity and inclusion targets, monitoring progress, disclosures and has oversight of the inclusion strategy.

## Key Principles

### What does Inclusion and Diversity mean at Payright?

**Inclusion** is about creating an environment where Team Members can bring their whole and authentic selves to work to do their best. It's about respecting and valuing the differences that exist within our workforce and making reasonable adjustments where required.

**Diversity** means difference in all forms, visible and non-visible. It covers all aspects of difference, such as gender, ethnicity, marital or family status, religion, culture, language, sexual orientation, gender identity, disability and age, as well as differences in background and life experience. At Payright, we're committed to equal employment opportunity and treating people with respect.



### An inclusive workplace:

- Values the diversity of its employees, customers and stakeholders
- Upholds the right of every employee to be treated with respect and fairness whilst performing their work
- Is fair and equitable; and
- Is free of discrimination, harassment, bullying and other unlawful behaviour.

### Benefits of a diverse workforce and inclusive workplace:

An inclusive workplace, where all employees feel safe and confident to contribute their ideas and perspectives, facilitates more creative, innovative and effective solutions for achieving Payright's business objectives.

Payright recognises that a diverse workforce and inclusive workplace culture is attractive to potential employees and provides Payright with an edge when competing for talent and retaining its talented people.

A diverse workforce, with its broad range of experience and perspectives, has a better opportunity to understand and engage Payright's customer base and the communities in which it works.

## Strategies

### Our commitment

We're committed to fostering an inclusive culture that reflects a diverse workplace, where team members openly share their unique perspectives, challenge the status quo, and contribute their experience to achieve the best possible business outcome. To achieve this, Payright's goal is to:

- attract, engage, and retain unique talent so we can achieve our strategic objectives and meet the diverse needs of our customers;
- leverage individual strengths to harness greater innovation;
- treat all team members fairly and with respect, and foster an environment free of discrimination, harassment and bullying;
- lead the market in gender equality and advocate for inclusion and diversity;
- ensure all people-related decisions are made free from bias; and
- continuously work to integrate leading inclusion and diversity practices into our operations, to ensure diversity of thought and drive commercial success.

### Our actions

We aim to promote inclusion and diversity through the following actions:

- attracting and retaining team members with a diverse mix of skills and experience;
- setting measurable objectives for gender diversity and assess and report progress annually;
- conducting gender pay equity reviews, with a commitment to close any unexplained gender pay differences
- supporting flexible working arrangements where practicable, with targets in place to encourage take up;
- encouraging team members to participate in and celebrate days of significance to show support for other team members;
- reviewing processes and systems on an ongoing basis to identify any significant trends or biases and developing actions to mitigate these;
- ongoing enhancement of the inclusion strategy, which aims to promote all areas of diversity and establish measurable objectives and KPIs for initiatives and programs as they are developed; and
- demonstrating zero tolerance towards behaviour that is inconsistent with this policy.



### Equal Employment Opportunity

Equal Employment Opportunity (EEO) is the principle of ensuring that all people have equal access to employment opportunities, free from discrimination and bias. It's one of the ways Payright can actively promote and embed a diverse and inclusive workplace.

As an employer Payright has a legal obligation to conduct its business in a manner that's compliant and consistent with EEO. Payright meets its obligations by identifying and removing any unnecessary barriers to employment and to make employment decisions based on merit and not characteristics that are irrelevant to successfully fulfilling the responsibilities of the position.

EEO applied to an employee's access to career development opportunities including training and development, promotion, secondments, or other job opportunities that are appropriate to their skills, knowledge and experience. Career development opportunities are available to all employees and are tailored to meet individual and business needs.

Payright executes its commitment to EEO through its Recruitment & Selection Policy and related processes.

In accordance with the Recruitment Policy, hiring managers have a responsibility to ensure that hiring decisions are made based on skills assessments, knowledge and experience of applicants as they pertain to the position and the Payright values.

### Compliance requirements

The Company is committed to meeting its obligations with respect to "Diversity" under the ASX Corporate Governance Principles and Recommendations (3rd Edition) (**ASX Recommendations**) and any other applicable regulatory requirements, including by:

- establishing this policy (pursuant to ASX Recommendation 1.5(a));
- establishing measurable objectives for achieving gender diversity (pursuant to ASX Recommendation 1.5(b)); and
- the Board annually assessing and reporting on the measurable objectives and the Company's progress in achieving them (pursuant to ASX Recommendation 1.5(c)).

The Head of People & Culture is responsible for ensuring that the Company meets its compliance referred to above.

