



## Diversity Policy

<b>Reviewed/Approved by the Board</b>	
Adopted	25 July 2019
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## Table of Contents

1. Introduction .....	1
2. Application .....	1
3. Objectives.....	1
4. Benefits of Diversity.....	3
5. Responsibilities.....	3
6. Monitoring and Evaluation.....	3
7. Reporting.....	3
8. Overriding Caveat .....	4
9. Review of this Policy .....	4
10. Approved and Adopted .....	4

## 1. Introduction

- 1.1 ReadCloud Limited (Company) is committed to workplace diversity. The Company recognises the benefits arising from employee and board diversity, including a broad pool of high-quality employees, accessing different perspectives and ideas and benefiting from all available talent.
- 1.2 Diversity includes, but is not limited to, gender, age, ethnicity and cultural background.
- 1.3 To the extent practicable, the Company will address the recommendations and guidance provided in the ASX Corporate Governance Council's Corporate Governance Principles and Recommendations (ASX Principles).

## 2. Application

- 2.1 This Policy applies to all of the Company's people, who include but may not be limited to:
  - (a) the Board; and
  - (b) all Group officers, employees and all people who work for the Company, including contractors and consultants.
- 2.2 This Policy is to be read in conjunction with:
  - (a) the Company's Code of Conduct;
  - (b) the Company's Statement of Values; and
  - (c) any other existing employment related policies and documentation of the Company.
- 2.3 This Policy does not form part of an employee's contract of employment with the Company, nor does it give rise to contractual obligations. However, to the extent that this Policy requires an employee to do or refrain from doing something, and at all times subject to legal obligations, this Policy forms a direction of the Company with which an employee is expected to comply.

## 3. Objectives

- 3.1 The Diversity Policy (Policy) provides a framework for the Company to achieve:
  - (a) a diverse and skilled workforce, with the aim of leading to continuous improvement and achievement of corporate goals;
  - (b) a workplace culture characterised by inclusive practices and behaviours;
  - (c) equal employment and career development opportunities for all staff, regardless of gender, sexual preference or cultural background; and
  - (d) a work environment that values and utilises the contributions of employees with diverse backgrounds, experiences and perspectives.(collectively, the "Objectives").

- 3.2 The Diversity Policy does not impose on the Company, its Directors, officers, agents or employees any obligation to engage in, or justification for engaging in, any conduct which is illegal or contrary to any anti-discrimination or equal employment opportunity legislation or laws in any State or Territory of Australia or of any foreign jurisdiction. In particular, the Diversity Policy does not detract from the duties of the directors and officers of the Company to exercise their powers and discharge their duties in good faith in the best interests of the Company.
- 3.3 This Policy is specifically designed to assist the Company to reach its strategic goals by:
- (a) ensuring that all Employees are treated with equality and respect;
  - (b) facilitating employment opportunities based on appropriate recruitment processes of considering a range of Employees and attracting, rewarding and retaining staff with a diverse range of skills and experience;
  - (c) ensuring that recruitment and selection practices at all levels are appropriately structured so that a diverse range of candidates are considered and guard against any conscious or unconscious biases that might discriminate against certain candidates;
  - (d) designing and implementing programmes and processes that will assist in the development of a broad and diverse pool of skilled and experienced employees and that, over time, will prepare them for senior management and Board positions;
  - (e) having a zero tolerance for discrimination, harassment, vilification and victimisation so as to promote an inclusive workforce;
  - (f) supporting an individual's domestic responsibilities (including the adoption of flexible work practices that will assist them to meet those responsibilities);
  - (g) providing opportunities for employees on extended parental leave to maintain their connection with the workplace;
  - (h) ensuring the policy for selection and appointment of new directors is transparent and considers all facets of diversity to avoid "groupthink" or other cognitive biases in decision making;
  - (i) ensuring development and succession plans for directors and senior management include gender diversity as a consideration;
  - (j) monitoring and measuring the achievement of all diversity objectives set by the Board;
  - (k) considering whether key performance indicators for senior management might be an appropriate way of furthering gender diversity;
  - (l) building and maintaining a safe and open workplace;
  - (m) contributing to the community by fostering a culture of acceptance and teamwork; and
  - (n) meeting the Company's obligations under the ASX Corporate Governance Principles and Recommendations.

## 4. Benefits of Diversity

- 4.1 The Company recognises that organisations' performance is linked to workplace diversity. Through fostering an inclusive environment that recognises a variety of quality employees, the Company aims to improve employee retention, to embrace different perspectives and to enhance the Company's reputation.
- 4.2 Embracing diversity in the workforce enables the Company to:
- (a) improve financial performance;
  - (b) attract and recruit the right people from a diverse pool of talented candidates;
  - (c) create a culture that embraces diversity and that rewards people who act in accordance with this Policy;
  - (d) develop and retain an appropriate skills base in the Company;
  - (e) make more informed and innovative decisions, drawing on the wide range of ideas, experiences, approaches and perspectives that employees from diverse backgrounds, and with differing skill sets, bring to their roles in the Company; and
  - (f) better reflect the diversity of all stakeholders.

## 5. Responsibilities

- 5.1 As the Company progresses through its stages of development, the Board is responsible for the application of measurable objectives and strategies to meet the objectives of the Diversity Policy (measurable objectives). If or when measurable objectives are implemented the monitoring of the progress of measurable objectives will be through the monitoring, evaluation and reporting mechanisms listed below.

## 6. Monitoring and Evaluation

- 6.1 The Board, with the assistance of the Company Secretary, will monitor the scope and currency of this Policy.

## 7. Reporting

- 7.1 The Company will disclose, for each financial year:
- (a) any measurable Objectives set by the Board (once adopted);
  - (b) progress against these measurable Objectives (once adopted); and
  - (c) either:
    - i the respective proportions of men and women on the Board, in senior executive positions (including how the Company has defined "senior executive" for these purposes) and across the whole Company; or
    - ii if the entity is a "relevant employer" under the Workplace Gender Equality Act, the entity's most recent "Gender Equality Indicators", as defined in the Workplace Gender Equality Act.

## 8. Overriding Caveat

8.1 Nothing in this Policy is to be taken, interpreted or construed so as to endorse:

- (a) the principal criteria for selection and promotion of people to work with the Company being other than their overall relative prospect of adding value to the Company and enhancing the probability of the Company achieving its objectives;
- (b) any discriminatory behaviour by or of the Company contrary to the law, or any applicable codes of conduct or behaviour for the Company and its personnel; or
- (c) any existing employee of the Company in any way feeling threatened or prejudiced by this Policy in their career development or otherwise, merely because their diversity.

## 9. Review of this Policy

9.1 The Company Secretary will review this Policy annually or as often as he or she considers necessary.

9.2 Any amendment to this Policy must be approved by the Board.

## 10. Approved and Adopted

10.1 This Policy was approved and adopted by the Board on 21 March 2022.