
Diversity Policy

**Class Limited (ACN 116 802 054)
As approved by the Board on 6 October 2015**

1. Introduction

Class Limited (ACN 116 802 054) (**Class**) has a strong commitment to workplace diversity.

The purpose of this Policy is to support and facilitate an inclusive environment that embraces all that makes us different and recognises the benefits that these differences make. These differences can include gender, age, ethnicity, religious or cultural background, disability, marital or family status, sexual orientation, gender identity and other areas of potential difference.

At Class, we believe that diversity in our workplace helps us to attract, retain and motivate employees from the widest possible pool of talent. The wide array of perspectives resulting from a diverse workplace also promotes innovation and creativity, and benefits for Class' shareholders, customers and other stakeholders.

This Policy is designed to supplement Class' Employee Handbook and other internal Class employment policies.

2. Objectives

This Policy provides a framework for Class to achieve:

- (a) a diverse and skilled workforce, leading to continuous improvement in service delivery and achievement of corporate goals;
- (b) a workplace culture that is characterised by inclusive practices and behaviours for the benefit of all staff, and which will not tolerate discrimination, harassment, vilification or victimisation;
- (c) improved employment and career development opportunities for women;
- (d) a work environment that values and utilises the contributions of employees with diverse backgrounds, experiences and perspectives through improved awareness of the benefits of workforce diversity and successful management of diversity; and
- (e) awareness in all staff of their rights and responsibilities with regards to fairness, equity and respect for all aspects of diversity,

(collectively, the **Objectives**).

3. The Board's commitment

The board of directors of Class (**Board**) is committed to workplace diversity, with a particular focus on supporting the representation of women at all levels of Class.

4. Diversity strategies

Class's diversity strategies include:

- (a) ensuring that recruitment and selection processes across all levels of Class are appropriately structured so that a diverse range of candidates are considered;
- (b) actively reviewing Class' recruitment practices, policies and procedures to reduce bias, both conscious and unconscious, on a regular basis;
- (c) developing a culture which supports and respects the values and needs of all individuals, and which takes account of domestic responsibilities of employees;

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- (d) identifying and implementing programs that will assist in the development of a broader and more diverse pool of skilled and experienced employees and that, over time, will prepare them for senior management and board positions;
- (e) reviewing succession plans to ensure an appropriate focus on diversity; and
- (f) any other strategies the Board develops from time to time.

5. Monitoring, evaluation and reporting

The Board will review and approve measurable objectives for achieving gender diversity and implementing the Objectives.

The Nomination, Remuneration and Human Resources Committee will:

- (a) make recommendations to the Board regarding the measurable objectives;
- (b) assess annually the measurable objectives set by the Board and Class' progress towards achieving them, and report its findings to the Board;
- (c) review annually the proportion of women on the Board, in senior executive positions and across the organisation as a whole, and report its findings to the Board; and
- (d) monitor the effectiveness of this Policy and oversee the implementation of initiatives outlined in and arising from this Policy.

Class will provide information in its annual corporate governance statement on:

- (a) the measurable objectives for achieving gender diversity as set by the Board and Class's progress towards achieving them; and
- (b) the proportion of women on the Board, in senior executive positions and across the organisation as a whole.

6. Review of this Policy

The Board will review this Policy from time to time. This Policy may be amended by resolution of the Board.

Document control

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