

# Diversity Policy - HR

Document PP-Ignite-HR-0004

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<b>Approved By:</b>	CEO	<b>Cross Ref No:</b>	PP-Ignite-HR-0002_ Equal Opportunity & Anti-Discrimination Policy PP-Ignite-HR-0003_ Bullying and Harassment Policy PP-Ignite-HR-0010_ Performance and Behaviour Management Policy

## 1. Policy

- 1.1. Ignite Limited ("Ignite") recognises and embraces the diverse skills and perspectives that people bring to the organisation through their differences.
- 1.2. Diversity results from a wide range of factors including ethnic origin, age, gender, cultural heritage, sexual orientation, lifestyle, education, physical, mental and intellectual ability, appearance and language, amongst many other factors.
- 1.3. Ignite values the differences between people and the contribution these differences make to our business. Ignite recognises that our talented and diverse workforce is a key competitive advantage and that our business success reflects the quality and skill of our people. As such, Ignite is committed to seeking out and retaining the best people to ensure top business growth and performance.
- 1.4. Ignite actively manages diversity by finding ways of utilising the differences that exist in our people to improve our business. This requires that Ignite actively and flexibly seeks to accommodate the unique needs of many different employees.
- 1.5. Above all, Ignite is committed to ensuring that all employees, clients, consultants, suppliers and third-party stakeholders are treated with respect and dignity.
- 1.6. Ignite strives to create and foster a supportive and understanding environment in which all individuals realise their maximum potential within the company, regardless of their differences.

## 2. Diversity at Ignite

- 2.1. When managing and valuing diversity, Ignite applies the following principles to meet compliance, talent management and corporate citizenship objectives, as well as deliver value to our clients and candidates:
  - Ensuring equal employment opportunities for all employees based on relative ability, performance and potential;
  - Developing and maintaining a safe and healthy working environment by acting against unacceptable workplace behaviour including discrimination, harassment, bullying, victimization and vilification;
  - Enhancing service delivery and market reputation through a workforce that respects and reflects the diversity of our client and candidates;
  - Ensuring that all inappropriate attitudes or behaviours are confronted;

- Treating seriously any instances of inappropriate behaviours and confront attitudes based on inappropriate stereotypes;
- Attracting and retaining a highly skilled, experienced and diverse workforce;
- Developing flexible work practices that meet the differing needs of our employees and that improve the quality of decision-making, productivity and teamwork; and
- Meeting the relevant requirements of current legislation and the expectations of Ignite's Board of Directors (the "Board").

### **3. Recruitment**

- 3.1. To recruit and select the best talent, all documentation, including person specifications, job advertisements, application forms and contracts, will be drafted in non-discriminatory language.
- 3.2. Company procedures, including interviews, reference checking and testing, will be undertaken in such a way as to ensure the absence of discriminatory practices.
- 3.3. All decisions associated with career advancement, including promotions, transfers and other assignments will be determined on merit as per the Equal Opportunity and Anti-discrimination Policy.

### **4. Responsibility**

- 4.1. To manage this policy, it is essential that employees at all department levels are responsible for eliminating discriminatory practices and creating a diverse and accepting workplace.
- 4.2. Ignite's executive, in conjunction with the Human Resources Department, is responsible for:
  - Implementing this policy;
  - Ensuring ongoing compliance with the Diversity Policies;
  - Ongoing monitoring of the Diversity Policies as well as progress against achieving the measurable objectives set by the Board;
  - Assessing the measurable objectives for achieving affirmative actions and the progress in achieving them.

### **5. Breach of Policy**

- 5.1. Any employees suspected of breaching this Policy will be managed through the Performance and Behaviour Management Policy, through to the Disciplinary Policy and Procedure and which, if required, could lead to termination of employment or contract.