



**K2FLY LIMITED  
ACN 125 345 502  
(Company)**

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**DIVERSITY POLICY**

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Reviewed and updated on 29 August 2022

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## 1. INTRODUCTION

K2fly Limited (K2F or the Company) acknowledges the positive outcomes and corporate benefits that can be achieved through a diverse workplace, including the ability to attract, retain and motivate directors, officers and employees from the widest possible pool of available talent.

K2F recognises and utilises the contribution of diverse skills and talent from its officers and employees. K2F also recognises that in order to have a properly functioning diverse workplace, discrimination, bullying, harassment, vilification and victimisation cannot and will not be tolerated.

For the purpose of this policy, diversity extends beyond gender and includes, but is not limited to marital or family status, sexual orientation, gender identity, age, disabilities, religious belief, cultural background, socio-economic background, perspective and experience.

This policy supports K2F's statement of values and operates in conjunction with the law and the K2F's policies which foster a fair and inclusive workplace.

This policy applies to all officers, employees and all people who work at K2F, including contractors and consultants.

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## 2. COMMITMENT OF K2F

K2F will endeavour to:

- (a) ensure that K2F's corporate culture and values, at all levels of the organisation, support diversity and inclusion whilst maintaining a commitment to a high-performance culture;
- (b) ensure that recruitment and selection practices at all levels are appropriately structured so that a diverse range of candidates are considered and that there are no conscious or unconscious biases that might discriminate against certain types of candidates;
- (c) design and implement programs and processes 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;
- (d) support an individual's domestic responsibilities (including where possible, the adoption of flexible work practices that will assist them to meet those responsibilities);
- (e) provide opportunities for employees on extended parental leave to maintain their connection with the workplace;
- (f) ensure 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;
- (g) ensure development and succession plans for directors and senior management include gender diversity as a relevant consideration;
- (h) monitor and measure the achievement of any diversity objectives set by the Board; and

- (i) consider whether key performance indicators for Senior Management might be an appropriate way of furthering gender diversity objectives.

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### 3. RESPONSIBILITIES

- (a) The Board has formally adopted this policy, reflecting a commitment by the Board for accountability across K2F to achieve its diversity goals.
- (b) The Board has responsibility for this policy, including its regular review and the monitoring of its effectiveness.
- (c) The Board has responsibility to:
  - (i) Consider annually if it should set measurable objectives in relation to gender diversity in the composition of its Board, Senior Management and workforce generally (Objectives);
  - (ii) If the Board sets Objectives:
    - (A) it should annually review and, where appropriate, other aspects of diversity including in respect of women in leadership, age diversity and cultural diversity; and
    - (B) assess annually K2F's progress in achieving those Objectives; and
  - (iii) disclose:
    - (A) the Diversity Policy on K2F's website;
    - (B) if Objectives have been set, K2F's progress in achieving those Objectives in K2F's annual report; and
    - (C) either
      - (I) the respective proportions of men and women on the Board, in senior executive positions and across the whole organisation (including how the entity has defined "senior executive" for these purposes); or
      - (II) if K2F becomes a 'relevant employer' under the *Workplace Gender Equality Act 2012* (Cth), the entity's Gender Equality Indicators, as defined and publishes under that Act.
- (d) If K2F undertakes a gender pay equity audit (which must be approved by the Board), the Board will consider the results of any such audit and any disclosure related issues.
- (e) If Objectives are set, the Board will be responsible for approving any key performance indicators for Senior Management in relation to any of K2F's diversity Objectives.

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#### **4. BEHAVIOUR**

K2F recognises that in order to have an inclusive workplace discrimination, harassment, vilification and victimisation cannot be tolerated; demonstration of such behaviours may lead to disciplinary action being taken against the employee including dismissal in serious cases.

K2F has other Codes and Policies that support this Diversity Policy including:

- Code of Conduct for Board, Directors and Officers
- Code of Conduct for Employees and Contractors
- Whistleblower Policy
- Workplace Harassment and Discrimination Policy.

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#### **5. REVIEW AND CHANGES TO THIS POLICY**

- (a) The Board will review this policy annually or as often as it considers necessary to check it is operating effectively and consider whether changes are required.
- (b) The Board may change this policy from time to time by resolution.