Purpose

Synlait aspires to employ and embrace a diverse range of talent. Attracting, developing, and retaining that talent is crucial for the success of our business. We believe that our ability to innovate and grow is rooted in the diversity of thought and creativity of our people.

The purpose of this policy is to:

- Promote a culture of respect, inclusion and belonging
- Ensure fair and equitable treatment of all employees and applicants
- Encourage diversity across all levels of the organisation
- Meet our obligations under New Zealand employment and human rights legislation.

Scope

This policy applies to all Synlait Milk Limited (Synlait) sites.

Policy Statement

- We are committed to being a good employer and treating everyone with dignity and respect. We all have the right to work in an environment that is free from unlawful discrimination, harassment, and workplace bullying as per the SML Bullying and Harassment Policy.
- We are committed to employing people with different qualities, abilities, skills, knowledge, experiences and perspectives. When we employ or engage an individual, the decision will be based on merit and care must be taken to ensure a fair and non-biased process is followed as per the Recruitment Policy. We purposefully recruit people who reflect the diversity of New Zealand and our communities while ensuring that the best person for the role is hired.
- We are committed to pay equity as well as attracting, recruiting, developing, promoting, and retaining a diverse group of talented individuals, who in turn, will help drive our business performance as per the Strategic Remuneration Policy
- Our 01689 SML Standards Policy and Synlait Spirit underpins this aspiration, recognising each of us has a responsibility for ensuring that we work together, honouring the letter and the spirit of the expected standards, and for reporting any breaches.

  We are committed to developing our people. We will do this by offering equal opportunities for career development, based on performance, knowledge, skills, and leadership prospects for future success as per the Recruitment and Selection Policy
- We acknowledge that the needs of our people will change during the different stages of life particularly with family support and care requirements. As per the Tawariwari Flexbile Working Policy, all employees may request flexible working arrangements at any time, to better meet the needs of their personal circumstances.

Roles and Responsibilities

The Board are responsible for:

- Promoting a corporate culture of diversity and inclusiveness.
- Approving the Policy and reviewing the strategy and actions.

Management are responsible for:

- Providing leadership for diversity and inclusiveness at Synlait.
- Ensuring employment decisions are fair and unbiased
- Addressing inappropriate behaviours promptly
- Supporting employees who raise concerns

All employees are responsible for:

- Treating others with respect and professionalism, in line with our Synlait Spirit
- Contributing to an inclusive workplace culture
- Complying with this policy and related workplace policies
- Reporting discrimination, harassment, bullying or exclusionary behaviour

For this policy to be successful, the active participation and support of all our employees and managers is essential.

Supporting Documents

- 01689 SML Standards Policy
- 02814 SML Bullying and Harassment Policy
- 07744 SML Recruitment and Selection Policy
- 01684 SML Strategic Remuneration Policy
- 07749 SML Tawariwari Flexible Working Policy
- 00549 SML Disciplinary Policy

Policy Compliance

As per the Compliance Programme Internal Policy Owners and Delegates are required to proactively attest and report to complianceupdates@synlait.com when they become aware of any partial or non-compliance to this policy or any legislation that is linked to this internal policy.

The following mechanisms are in place to measure compliance to this policy:

- Bullying and Harassment training provided to all employees and managers
- SML Disciplinary Policy in place
- Whistleblower Policy and Protected Disclosures Process in effect
- Recruitment Policy and Recruitment and Selection Procedure
- As part of the Policy Synlait will collect and report data on diversity and inclusiveness at Synlait including Pay Equity.

Non-compliance of this Policy may lead to disciplinary action, up to and including termination of employment, in accordance with Synlait Policies and Procedures and the Synlait Disciplinary Policy.

Policy Control

As per the Compliance Programme, this document will be formally reviewed two yearly or more frequently if operational or legislation changes require.

The Delegated Author for this document is the Head of People and Capability who is responsible for monitoring and managing areas of compliance, ensuring key subject matter experts and collaborators have been consulted during the review and coordinating the update to this document. Any proposed changes to this document should be provided through to the Delegated Author for consideration.

This document is owned by the Director Safety People and Culture who is responsible for endorsement of any proposed changes and for ensuring that mechanisms are in place to ensure the policy is adhered to.

Responsibility for the final approval of the refreshed document (or roll-over of the document in its current form) is by the People Environment and Governance Committee.



Julia Zhu
Chair People Environment and Governance Committee
Synlait Milk Limited



Stephanie Manning
Director, Safety People and Culture
Synlait Milk Limited