

Diversity and Inclusion Policy

1. Introduction and Purpose of this Policy

This policy applies to SHAPE Australia Corporation Limited and its related bodies corporate, pursuant to the Corporations Act 2001 (Cth) ("**SHAPE**").

SHAPE 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. In order to achieve this purpose, discrimination, harassment, vilification and victimisation will not be tolerated.

SHAPE believes that an inclusive and diverse workforce will help us attract, retain and motivate the best people from the widest available talent pool. Furthermore, the different perspectives resulting from a diverse workplace promotes innovation and creativity and benefits shareholders, customers and other stakeholders.

2. Objectives

This Policy provides a framework for SHAPE 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 employees, 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 employees of their rights and responsibilities with regards to fairness, equity and respect for all aspects of diversity
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3. The Board's commitment

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

4. Diversity Strategies

SHAPE's diversity strategies include:

- (a) Recruitment and selection processes across all levels of SHAPE which are appropriately structured so that a diverse range of candidates are considered
- (b) Actively reviewing SHAPE's recruitment practices, policies and procedures to reduce bias, both conscious and unconscious, and monitor candidate shortlists for diversity in gender, age, culture, capabilities and background
- (c) Developing a culture which supports and respects the values and needs of all individuals and supports flexible working arrangements including part-time and job sharing for those who require it
- (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 leadership and board positions

- (e) Reviewing succession plans to focus on diversity
- (f) Annual review and analysis of all like-for-like roles to focus on gender pay equity, and
- (g) The Board will have programs and initiatives that:
 - i. Minimise career disruption when employees take time out of the workplace to meet other obligations and attempt to re-enter the workforce: and
 - ii. Provide opportunities for employees on extended parental leave to maintain their connection with the Company, for example, by offering them the option (without any obligation) to receive all-staff communications and to attend work functions and training programs
- (h) 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, People and Culture Committee will:

- (a) Make recommendations to the Board regarding the measurable objectives
- (b) Assess annually the measurable objectives set by the Board and SHAPE's progress towards achieving them, and report its findings to the Board
- (c) Review annually the proportion of women on the Board, in senior leadership 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
- (e) Consider the extent to which the achievement of the measurable objectives may be tied to key performance indicators for the CEO and other senior leadership.

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

- (a) The measurable objectives for achieving gender diversity as set by the Board and SHAPE's progress towards achieving them; and
- (b) The proportion of women on the Board, in senior leadership positions and across the organisation as a whole. If applicable, the Company's most recent "Gender Equality Indicators" as defined in the *Workplace Gender Equality Act* may be published.

6. Review of this Policy

The Board will review this Policy every 2 years. This Policy may be amended by resolution of the Board.

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