

## **DIVERSITY, EQUITY AND INCLUSION POLICY STATEMENT**

### **DEI Vision**

Toustone recognises its talented and diverse workforce as a key competitive advantage with our business success reflecting the quality and skill of our people.

Toustone strives to provide a safe, respectful, and inclusive workplace which values diversity and provides need based opportunities thus enabling our people to fully contribute, realise their potential, and succeed in their work and life goals and responsibilities. By creating a culture that values equity, inclusion and diversity, we can attract and retain the finest human talent to ensure business excellence as well as our position as a socially responsible corporate company.

### **Definitions**

#### *Diversity*

Diversity refers to the visible and invisible differences that exist between people including (but not limited to) race, colour, physical features, sex, sexual preference, gender identity, lawful sexual activity, age, physical or mental disability, marital status, family responsibilities, pregnancy, breast feeding, carer responsibilities, religion, political opinion, national extraction, social origin, industrial activity, or trade union membership. It also refers to diverse ways of thinking and ways of working.

#### *Equity*

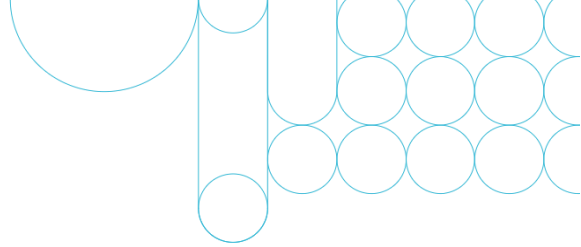
Equity refers to ensuring that everyone within Toustone is treated in a fair manner according to their individual needs and circumstances and adopting practices which provide everyone with equal opportunities to succeed at work.

#### *Inclusion*

Inclusion refers to ensuring that current, future and potential employees and members have equality of opportunity in the organisation without any barriers or obstacles as a result of their race, colour, physical features, sex, sexual preference, gender identity, lawful sexual activity, age, physical or mental disability, marital status, family responsibilities, pregnancy, breast feeding, carer responsibilities, religion, political opinion, national extraction, social origin, industrial activity, or trade union membership.

### **Toustone's Commitment to Diversity, Equity and Inclusion**

DEI management benefits individuals, teams, our company as a whole, and our customers. We recognise that each employee brings their own unique capabilities, experiences, and



characteristics to their work. We value such diversity at all levels of the company in all that we do.

Toustone believes in treating all people with respect and dignity. We strive to create and foster a supportive and understanding environment in which all individuals realise their maximum potential within the company, regardless of their differences. We are committed to employing the best people to do the best job possible.

#### Employee Responsibilities:

Employees are responsible for undertaking purposeful action every day that:

- Respects the dignity and diversity of all people
- Creates an inclusive environment that is free from discrimination, harassment and bullying.
- Enhances their awareness of potential unconscious bias and how that might hinder our ability to be more inclusive and collaborative with one another.

#### Leadership Responsibilities:

- Provide an inclusive and safe workplace where individuals are able to participate and develop regardless of age, cultural background, disability, ethnicity, sex, gender identity, marital or family status, religious belief, sexual orientation or socio-economic background, perspective or experience.
- Provide a workplace that promotes respect, connection, and support, making people feel welcomed and valued.
- Ensure a work environment that is free from discrimination, harassment, and bullying.
- Provide an inclusive workplace culture for all where policies, practices, systems, and processes are free from biases and discrimination.
- Model inclusive and respectful workplace and leadership behaviours, valuing all perspectives and listening to diverse points of view.
- Undertake fair recruitment and advancement processes in which all candidates are considered based on their skills, qualifications, and attribute.
- Undertake annual remuneration reviews to ensure no systemic biases exist which may contribute to identified gender pay gaps.
- Provide flexible work options to support people in managing their work and life responsibilities and goals.
- Tailor tools and resources to meet the unique needs of each individual to enable every employee has the opportunity to reach their full potential.
- Appropriately address any other behaviour not consistent with this or other policies, or with applicable laws relating to equal opportunity, diversity, equity, or inclusion.

#### Consequences:

Employees who do not comply with DEI policy and/or engage in discrimination, harassment or bullying, will be subject to appropriate disciplinary action up to and including dismissal.