



Redcape Hotel Group  
Corporate Policy

**Diversity Policy**

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## Document Configuration Management

### Document Identification

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### Preparation/Change Control

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### Release

| Version | Date Released | Change Notice            | Remarks             |
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| 0.1     |               | Initial policy published | For review annually |

### Distribution List

| Name      | Organisation | Title         |
|-----------|--------------|---------------|
| All staff | Redcape      | All Personnel |

### Related and / or Reference Documents

Applicable documents are referenced documents that form a part of this document to the extent specified where it is referenced within the contents of this document.

| Document Name | Location | Date | Version |
|---------------|----------|------|---------|
| N/A           |          |      |         |

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## 1. Introduction

### 1.1. Summary

The Board of Directors (Board) of Redcape Hotel Group Management Ltd in its capacity as responsible entity of the of the Redcape Hotel Trust I (ARSN 629 354 614) and Redcape Hotel Trust II (ARSN 629 354 696) (“Redcape Hotel Group” or “Redcape”) are responsible for the overall management of Redcape and its controlled entities (Company), Diversity drives the Company’s ability to attract, retain, motivate and develop the best talent, create an engaged workforce, deliver the highest quality service to its customers and continue to grow the business.

The Board recognises that people are one of its most important assets and is committed to the maintenance and promotion of workplace diversity. The Company’s vision for diversity incorporates several different factors, including gender, ethnicity, disability, age, sexual orientation, and educational experience.

The Board believes that a commitment to workplace diversity at every level at which the Company employs people will provide the Company with the best opportunity to grow and enhance the business.

The Board has adopted and approved this Policy to be applicable to all of the Company’s personnel (all Redcape Hotel Group and its subsidiaries’ employees) (“Personnel”).

The Board has formally approved this Diversity Policy to review, monitor and address the diversity of the Company’s employees.

### 1.2. Who does this Policy apply to?

This Policy applies to all Personnel.

### 1.3. Where can Personnel get a copy of this Policy?

A copy of this Policy can be found on the Company’s website and the intranet.

## 2. Scope

Workplace diversity has been identified by the Board as a key area of focus for the Company. Accordingly, the primary focus of this Policy is achieving continued and increasing workplace diversity across every level at which the Company employs people.

The Company aims to achieve greater diversity by:

- setting measurable objectives relating to workplace diversity at all management and leadership levels (including the Board);
- broadening the field of potential candidates for all positions through providing a workplace that is inclusive of all individuals;
- promoting the benefits of workplace diversity to all employees by providing a safe and collaborative work environment where the performance and contribution of individuals are assessed fairly and equitably; and
- embedding the extent to which the Board has achieved the objective of this Policy in the evaluation criteria for the annual Board performance evaluation.

## 3. Promoting diversity

In order to facilitate greater diversity in management and leadership roles, the Company will:

- continually review its policies to address impediments to diversity in the workplace; and



- monitor the effectiveness of, and continue to expand on, existing initiatives designed to identify, support, and develop talented employees from a diverse range of backgrounds.

#### 4. Measurable objectives

Each year the Board will set measurable objectives with a view to progressing towards increased workplace diversity across the Company's employees.

Performance against these objectives will be reviewed annually by the Board, as part of its annual review of the effectiveness of this Policy.

#### 5. Diversity representation review

On an annual basis, the Board will review the diversity of the Company's workforce having regard to the gender, nationality, ethnicity, disability, age and educational experience of its employees at all levels.

The Company will, if applicable, review against the Company's most recent 'Gender Equality Indicators' as defined by the *Workplace Gender Equality Act 2012* (Cth).

#### 6. Disclosure of Policy

A summary of this Policy and the Company's achievement of the Policy's objectives will be disclosed in the Company's Corporate Governance Statement.

#### 7. Review of Policy

The Board is responsible for the review and oversight of this Policy. In executing this role, the Board will ensure the review on an annual basis of with the appropriate support and input from management:

- the effectiveness of this Policy, its objective and the strategies outlined above, which aim to achieve the objective; and
- the division of responsibilities and accountability for developing and implementing diversity initiatives across the Company.