



# DIVERSITY POLICY

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Last revised December 2020

Seeka Limited is committed to creating an inclusive workplace for all our employees.

Seeka's Diversity Policy (the "Policy") is designed to ensure the Seeka Group's commitment to providing an inclusive environment that values diversity throughout the company and guide the practical application of the Policy across the organisation.

## Objectives

- Promote equal employment opportunities in recruitment and selection processes, with a diverse range of candidates considered in the recruitment process.
- Provide an environment where all employees are treated fairly and with respect, and where diversity is embraced and supported.
- Provide opportunities for our employees to develop their skills and talents.
- Recognise individual talent and capabilities and reward our employees based on the merits of their performance.
- Take diversity into account when conducting Board selection and appointment processes.

## Definition

Diversity is defined as a variety of characteristics that make individuals unique and as such create a diversity of thinking and skills which are most likely to assist Seeka in delivering better outcomes for our stakeholders. Diversity of thinking and skills can arise through a number of different characteristics including but not limited to the following; gender, ethnic background, religion, marital status, culture, disability, economic background, education, language, physical appearance and sexual orientation. Different backgrounds, communication styles, life skills and interpersonal skills are also considered of value in building diverse teams.

## Policy overview

The Seeka Board (the "Board") is committed to promoting inclusiveness and diversity of thinking and skills across the company.

Seeka has a diverse workforce, and the value in different viewpoints and perspectives offered by people of different backgrounds, age, experience, race and gender is considered to lead to more informed decision making, greater innovation and better outcomes for our stakeholders.

At Board level, Directors are appointed who broaden the Board's expertise and provide skills and knowledge that complement the other Directors. Industry experience, commercial experience and diversity of thinking are considered when assessing the appointment of new Directors to the Board. This Policy complements other Seeka policies including the Code of Ethics and the Board Charter.

This Policy provides guidance on implementing Seeka's diversity philosophy within the organisation and specifically offers guidance on the following areas:

- Recruitment
- Working environment
- People development
- Recognition and reward
- Board appointments

## **Policy guidelines recruitment**

All people involved in HR, recruitment and development processes at Seeka must uphold the principles in this Policy and take into consideration the value of diversity within a team and the work environment when considering candidates for roles. Candidates are selected based on their merits and the value they can bring to Seeka. People involved in selecting and recruiting candidates are encouraged to actively seek out people with diverse skills, backgrounds and capabilities when considering candidates for roles within the organisation.

## **Working environment**

Employees are treated equally and with respect at Seeka and diversity is embraced and recognised as adding value to our company. Seeka's leadership and HR personnel are encouraged to consider policies which support diversity within their businesses. Bullying, harassment of any nature, vilification or any other offensive behaviour based on racial hatred or behaviour likely to humiliate, offend, intimidate or insult others will not be tolerated. Refer to Seeka's Bullying and Harassment policy.

## **People development**

Seeka has People Development Strategies in place for its people. We invest into our employees to challenge them and help grow their talents. Internal succession planning is undertaken for leadership roles to provide Seeka employees with career development opportunities. Opportunities are offered based on merit, unhindered by individual differences.

## **Recognition and reward**

Seeka's remuneration practices are based on merit with employees rewarded based on their achievements and performance. We recognise the contributions and talent of individuals and teams in our organisation and encourage participation.

## **Board appointments**

The Board regularly reviews the mix of skills, capabilities and diversity on the Board to ensure effective governance and oversight of Seeka.

## **Measurement and reporting**

The Board sets measurable objectives designed to adhere to the objectives and guidance in this Policy.

The annual review will consider if diversity has been appropriately considered and implemented in each of the areas identified in the guidance above.

The outcomes and key metrics required by stock exchange listing rules will be published in Seeka's Annual Report. The NZX Listing Rules may change from time to time and the reporting will reflect those changes. The current rules require the following;

- NZX Main Board Listing Rule 3.8.1(c): a quantitative breakdown as to the gender composition of the Issuer's Directors and Officers as at the Issuer's balance date, including comparative figures for the prior year which, at a minimum, must include:(i) the number of

- male and female Directors, and(ii) the number of male and female Officers, at the relevant balance date and with comparative figures for the prior balance date (if any).
- NZX Main Board Listing Rule 3.8.1(d): an evaluation from the Board on the Issuer's performance with respect to its diversity policy(if applicable).

The Board will review the Policy on an biennial basis to ensure it continues to promote a holistic approach to diversity within the Company, and will make any appropriate changes at this time.

### **Responsibility**

All Seeka Directors, executives and employees (and contractors or any other person who represents Seeka) are responsible for carrying out their day to day duties in a manner which is consistent with the intent of this Policy.

Management are responsible for ensuring compliance with and understanding of the diversity Policy across the organisation and within their businesses.

The People and Culture Manager is responsible for managing an annual review of compliance with this Policy across the organisation including the implementation of diversity initiatives and practices and their effectiveness, and will report to the Remuneration Committee on the effectiveness of the Policy on an annual basis.

The Board is responsible for reviewing the Policy on an biennial basis and determining how the company measures and reports on progress against the Policy.

### **Review of the Policy**

The Policy will be reviewed biennially by the Board.

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Next review due: December 2022



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