

# **Equality, Diversity and Inclusion Policy of Legal Super Pty Ltd**

This Policy outlines commitment to equality, diversity and inclusion.

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## 1. Policy statement

- 1.1 Legal Super Pty Ltd (legalsuper) appreciates the value inherent in a diverse workforce. Diversity includes anything that distinguishes one individual from another. Such distinctions are numerous and can include differences of gender, age, culture, ethnic, disability, sexual orientation, gender identify and religious beliefs. Distinctions may also encompass people's different backgrounds, attributes, skills, insights, qualities and unique experiences. We value the differences between people and the contribution these differences make to legalsuper. Legalsuper believes that diversity is important to support an inclusive and collaborative workplace which values and encourages individual differences to contribute to its success, and that diversity is essential for our people to maximise their individual and collective potential.
- 1.2 Legalsuper will actively support equality, diversity and inclusion, and will acknowledge and embrace the differences that exist among our workforce. This means that we will seek to:
- a) actively and flexibly accommodate the diverse needs of employees to meet the inherent requirements of each role;
  - b) endeavor that all employment-related decisions are fair and reasonable;
  - c) strive that all employees are treated with respect, dignity and openness, and have access to equal opportunities in the workplace;
  - d) undertake that our practices, policies and procedures promote equality of opportunity within legalsuper; and
  - e) implement strategies, programs and initiatives which build, sustain and leverage diversity in the workplace.

## 2. Purpose

- 2.1 This Policy outlines legalsuper's commitment to supporting and encouraging equality, diversity and inclusion, to create a workplace where people feel respected, connected, supported and valued.
- 2.2 Our goal is to create a culture that is diverse and inclusive, and which respects, celebrates and leverages the diversity in experiences, backgrounds, ideas, insights, skills and qualities of our workforce to support positive outcomes for members.

## 3. Scope

- 3.1 This Policy applies to legalsuper's Board (**The Board**), all employees and other staff of legalsuper (including individual contractors).

- 3.2 This Policy should be read in conjunction with the Professional Development Policy, Employee Handbook and Code of Conduct.
- 3.2 This Policy will be communicated to employees within legalsuper’s induction procedures, learning and development activities, team meetings, briefings and e-mail. This Policy will be available in Certus.

**4. Definitions**

In this Policy:

Equality	Is about ensuring that every individual has an <b>equal opportunity</b> to maximise their personal and professional potential, regardless of their background.
Diversity	<p>Is about respecting and <b>valuing difference</b>.</p> <p>Diversity acknowledges the many visible and invisible differences between people, including differences of gender, age, culture, ethnicity, disability, sexual orientation, gender identity and religious beliefs.</p> <p>Diversity also refers to diverse ways of thinking and ways of working.</p> <p>Equality and Diversity are interdependent. There is no equality of opportunity if difference is not recognised and valued.</p>
Inclusion	The aim of inclusion is to embrace all people. It is about giving equal access and opportunities to everyone regardless of their differences and <b>removing barriers and intolerance</b> due to difference. Inclusion occurs when a diversity of people are respected, connected and contributing to success.
Equal Employment Opportunities (EEO)	Is the principle that all persons can have <b>equal access</b> to employment opportunities based on merit, without fear of unlawful discrimination or harassment.

## 5. Equality, Diversity & Inclusion principles

- Legalsuper's Equality, Diversity and Inclusion Policy, processes and initiatives focus on the following diversity and inclusion principles: Decisions regarding recruitment, selection, learning and development and promotion are made fairly and free from any unlawful discrimination, with candidates and employees considered based on their skills, qualifications and abilities.
- We embrace fairness, equality and inclusiveness and do not tolerate unlawful discrimination, bullying, harassment or victimisation.
- Diversity, inclusion and equal employment opportunity initiatives are based on sound business objectives.
- Diversity and inclusion are everyone's responsibility – it is part of how we work.
- legalsuper will ensure policies and processes are in place that build an inclusive workplace and meet legislative and other responsibilities relating to anti-discrimination, bullying or harassment and equal employment opportunity.

## 6. Equality, Diversity & Inclusion targets 2024-2026

6.1 We actively support equality, diversity and inclusion, and acknowledge and embrace the differences that exist among our workforce. We will:

- develop inclusive and compassionate leaders to support a diverse workforce;
- increase the diversity of our workforce by working towards a 40:40:20 model to ensure a participation target of 40 per cent women, 40 per cent men and 20 per cent discretionary by 2026;
- assess and review pay equity on an annual basis, with an aim to achieve gender pay equity;
- empower, educate and provide support that enables all of our people to talk openly about mental health;
- promote equal access to learning and development opportunities;
- provide equitable access to, and implementation of, flexible work practices for all our people, regardless of gender;
- support carers, including parents and those who provide care for others such as older family members and family members with a lived experience of disability, illness or

other circumstances necessitating care or support, to participate, develop and contribute fully;

- recognise LGBTQIA+ couples/families with equal access to employee benefits; and
- support employees from diverse racial, ethnic, religious and cultural backgrounds by offering flexible working practices to accommodate religious or cultural practices.

## **7. Accountabilities and Responsibilities**

7.1 The Board has delegated the management of legalsuper's operations to the Chief Executive – including management of this Policy – assisted by Executive Managers and Head of People & Culture. The Board will approve the Equality, Diversity & Inclusion Policy. The Head of People & Culture is responsible for reporting progression towards objectives and targets to the Board, through the Remuneration and Nomination Committee.

7.2 legalsuper's executive team, leadership team, managers, employees and other staff are all expected to carry out their responsibilities in a manner consistent with this Policy and share responsibility for promoting equality, diversity and inclusion. Specific roles and responsibilities are outlined below:

7.3 Leaders will:

- lead by example and champion equality, diversity and inclusion
- ensure that legalsuper's commitment to equality, diversity and inclusion is communicated to all employees
- pro-actively develop and promote equality, diversity and inclusion, internally and externally
- encourage productive and respectful relations and a positive environment between all employees, where all employees are treated with respect and dignity

7.3 Everyone will:

- treat people and conduct themselves in accordance with legalsuper's values and Code of Conduct
- foster productive and respectful relations with colleagues, members and other stakeholders
- help promote an inclusive environment by treating everyone with dignity and respect
- respect and respond to diversity needs of staff and members; acknowledge

unconscious bias and its potential impact on decision making and workplace interactions;

- be aware of their responsibilities and, report inappropriate behaviour(s) and raise any incident(s)
  - undertake all required equality, diversity and inclusion training
  - familiarise themselves with this Policy and any relevant procedures, ensuring that their practices are consistent with its contents and applicable laws
- champion equality, diversity and inclusion on the workplace

#### 7.4 People & Culture will:

- review this Policy and relevant procedures and, where necessary, updated following applicable legislative changes
- provide equality monitoring reports to the Board
- advise and manage staff complaints and grievances in relation to equality & diversity inclusion issues and report any matters to executive team and the Board
- advise the leadership team on best practice on staffing issues taking into account the principles of equality, diversity and inclusion
- design, roll out and evaluate mandatory equality, diversity and inclusion training
- strive for learning and development opportunities to be accessible to all staff
- develop policies, procedures and initiatives to promote equality, diversity and inclusion (including policies and procedures in relation to recruitment, the handling of grievances and complaints, and employee benefits such as paid parental leave)
- encourage a positive environment, where all employees are treated with respect and dignity

#### 7.5 The Executive Team will:

- oversee legalsuper's diversity and inclusion strategy
- report on legalsuper's progress in achieving the Equality, Diversity and Inclusion targets and ensuring compliance with gender diversity reporting requirements
- assess and promote gender pay equity, gender composition at all levels of the workforce and more equal opportunities for recruitment and promotion

- ensure that the leadership recruitment process and succession planning considers all facets of diversity

## **8. Implementation initiatives**

8.1 The initiatives employed to implement this Policy may include the following:

- fair and equitable remuneration and professional development practices which mitigate the potential for bias, both conscious and unconscious;
- the provision of employee benefits including paid parental leave and flexible work arrangements;
- annual reporting to the Board on the implementation of this Policy and progress against legalsuper's Equality, Diversity & Inclusion targets 2024-2026;
- the adoption of fair and equitable recruitment processes; and
- encouraging legalsuper's stakeholders, including suppliers, to adopt similar values.

## **9. Reporting**

9.1 The Executive Team, with the Head of People & Culture will assess diversity and inclusion objectives and the progress towards achieving them at least annually.

9.2 The Board will receive an annual report from Management on equality, diversity and inclusion metrics and progress towards targets.

9.3 The profile of the Board and Executive Managers is to be disclosed to members in legalsuper's annual report and its website.

## **10. Related policies**

Anti-discrimination, Harassment & Bullying Policy

Code of Conduct

Flexible Arrangements Policy

Employee Handbook

## **11. Review**

11.1 In the event of any change to applicable law, this Policy will be subject to review by the Head of People & Culture in consultation with the Executive Managers and Remuneration &



Nomination committee. In the absence of such a change this Policy will be reviewed biennially by the Remuneration & Nomination Committee for Board approval of any amendments.

- 11.2 legalsuper may change this policy at any time, including to take account of business changes, and the effect of changes in legislation and applicable industrial instruments.

<b>Version control:</b>	
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