



RUA - Diversity and Inclusion Policy

1. Purpose

- 1.1 Rua Bioscience Limited (**Rua**) is committed to providing equal employment opportunities and building a culture that values diversity and inclusion; one that celebrates peoples' unique backgrounds and qualities and enables everyone to reach their full potential.
- 1.2 Rua recognises that a diverse and inclusive workforce is consistent with company values and cultivates a greater variety of views and ideas that lead to better business outcomes.
- 1.3 The Diversity and Inclusion policy (**Policy**) outlines Rua's commitments and Rua's approach to meeting those commitments. It underpins the company values and the recruitment and employment policies and practices both for staff and at the governance level.

2. Scope

- 2.1 The Policy applies to all directors (the **Directors** and the **Board**), employees, volunteers and contractors (**Rua People**) of Rua. All Rua People are required to read and understand the Policy and acknowledge that they have done so.

3. Definitions

- 3.1 *Diversity* incorporates all of the elements that make individuals unique from one another including but not limited to attributes or characteristics such as religion, ethnicity, language, gender, sexual orientation, disability, age and any other ground for potential unlawful discrimination.
- 3.2 *Inclusion* is the deliberate effort to create an environment where everyone is respected and empowered to contribute equally and has access to the same resources and opportunities. An inclusive culture is not only crucial for diversity efforts to succeed but it will promote a more engaged and productive workforce.
- 3.3 *Unlawful Discrimination* is any practice that makes distinctions between individuals or groups to disadvantage some and advantage others based on one or more of the following attributes:
 - 3.3.1 Age, marital status, gender, religion, ethnic origin, ethical beliefs, employment status, disability (including illness), sexual orientation, political opinion, family status and involvement or non-involvement in union activities.
- 3.4 It does not include efforts designed to ensure a diverse and inclusive company that may mean some groups are deliberately provided with opportunities to address diversity and inclusion gaps.

4. Objectives and commitments

- 4.1 Rua will ensure commitment to diversity and inclusion extends to all areas of the company by:
 - 4.1.1 attracting, selecting and retaining the best qualified and diverse applicants through impartial recruitment and selection processes;
 - 4.1.2 remunerating and rewarding in an equitable manner on the basis of skill, knowledge and merit;

- 4.1.3 promoting a culture of inclusion that values and respects individual differences and is free of harassment, victimisation and discrimination;
- 4.1.4 aiming to have leaders who have the skills and knowledge to lead a diverse and inclusive workforce, Rua also aims to have a majority of Māori and women members on the Board and management;
- 4.1.5 maintaining a workplace that is accommodating of diverse and changing life situations and enables employees to manage their work and their lives through flexible working arrangements;
- 4.1.6 striving for a diverse representation of different groups in society across all levels of the business and based on Rua's origins and values, Rua has a particular emphasis on ensuring that Rua People in key leadership roles, in the Board and in management, have strong connections to and understanding of Te Ao Māori; and
- 4.1.7 ensuring that Rua's stakeholders and our partners view Rua as diverse and inclusive.

5. **Responsibilities**

- 5.1 All Rua People should support diversity and inclusion initiatives and behave appropriately in the workplace.
- 5.2 Specific responsibilities include:
 - 5.2.1 Actively ensuring that all Rua People are treated fairly and equally within the workplace.
 - 5.2.2 Actively ensuring all customers and other stakeholders of Rua are treated fairly and with respect.
 - 5.2.3 Being aware of Tikanga Māori, being familiar with Te Reo Māori, diverse cultural practices and diverse values when working with others.
 - 5.2.4 Ensuring that the behaviour of Rua People does not contravene EEO legislation and the Policy. This includes behaviour while present at company related events, as well as in public, private and online communication.
 - 5.2.5 Challenging discriminatory behaviour in the workplace, local community and wider society.
 - 5.2.6 Being inclusive in the language used when communicating.
 - 5.2.7 Reporting any incidents that are inconsistent with Rua's commitment to equal opportunity, Diversity and Inclusion, or which impact on the implementation of the Policy.
- 5.3 Managers are responsible as leaders to model appropriate behaviour, make decisions based on merit, and encourage Diversity and Inclusion in their teams. Managers are responsible for:
 - 5.3.1 Day-to-day implementation, support and monitoring of the Policy.
 - 5.3.2 Creating a working environment that is free of all forms of discrimination and harassment and where all members of staff are treated with dignity, courtesy and respect.
 - 5.3.3 Promoting appropriate standards of conduct at all times.



- 5.4 The Board is responsible for setting measurable objectives designed to adhere to the Policy. The Board will assess progress towards achieving the objectives and will ensure that appropriate disclosures are made in the Annual Report.
- 5.5 The HR Manager is responsible for:
 - 5.5.1 Providing advice in relation to diversity and inclusion and support to managers, staff and the Board.
 - 5.5.2 Promoting awareness of the Policy through education and training.
 - 5.5.3 Providing regular reporting to the Board on the implementation of the Policy and performance against approved measurable objectives.
 - 5.5.4 Reviewing internal practices and introducing workplace improvements to promote diversity and inclusion.
 - 5.5.5 Providing equal access for employees to career opportunities, training and development, and promotion.
 - 5.5.6 Timely investigation and resolution of complaints raised under the Policy.
- 6. **Compliance**
 - 6.1 Breach of the Policy may lead to disciplinary action up to and including termination of employment for serious misconduct (or termination of existing contractual arrangements for contractors).
- 7. **Publication**
 - 7.1 The Policy is available on Rua’s website, www.ruabio.com.
- 8. **Review**
 - 8.1 The Policy will be reviewed annually by the Board.
- 9. **Related Documents**
 - 9.1 Code of Culture and Ethical Behaviour.
 - 9.2 Bullying, Harassment and Discrimination Policy.
 - 9.3 Flexible Working Arrangements Policy.
 - 9.4 Disciplinary Policy.
- 10. **Contact**
 - 10.1 For queries in relation to the Policy, please contact the HR Manager.

Date adopted: 24 September 2020