



# Diversity and inclusion policy

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QANTM Intellectual Property Limited (**Qantm**)

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# Terms

## 1. Introduction

This policy:

- (a) supports the commitment of QANTM Intellectual Property Limited ACN 612 441 326 (**Qantm**) and its controlled entities (**Group**) to an inclusive workplace that embraces and values diversity;
- (b) provides a framework for new and existing diversity-related initiatives, objectives, strategies and programs within the business of the Group;
- (c) supports the commitment of the Group to informing shareholders regarding its progress towards implementation and achievement of its diversity objectives; and
- (d) supports the commitment of the Group to compliance with the ASX Corporate Governance Principles and Recommendations.

## 2. Policy Statement

- (a) At Qantm we are a little bit different. We embrace differences to make a difference.
- (b) In line with the diversity of innovation, we pride ourselves on being a Group inclusive of different expertise, varied skill sets, diverse backgrounds and diverse thinking. We actively seek to attract, retain and support the most outstanding talent, so as to provide the best services and outcomes for our clients.
- (c) We contribute to our industry both locally and internationally, assuming leadership roles and actively engaging in the intellectual property community. Our participation in this global community enables us to contribute to the wide range of aspects relevant to securing effective and sustainable intellectual property protection. We know that diverse engagement is necessary to build and operate a robust intellectual property system suitable to meet the needs of all our clients.
- (d) It's the differences that differentiate us.

## 3. Diversity, Inclusion and Excellence

- (a) Qantm and the Group embrace a wide definition of diversity encompassing gender and gender identity, race, ethnicity, disability, cultural background, sexual orientation, religion and belief, politics and belief, national cultures, socioeconomic background, veteran status, age and generation, family and marital and civil partnership status and associated responsibilities and more.
- (b) The Group focuses on inclusion as it is important that people from all backgrounds feel respected and comfortable to be themselves in the workplace. Fostering a culture which allows people to perform at their best optimises results for the Group. Inclusiveness refers to a corporate culture where we optimise these diverse perspectives to achieve better results for our Group; where people feel valued and able to bring their whole selves to the workplace in a way that is authentic for the individual, this allows them to achieve their full potential and respects the boundary between our personal and professional lives.
- (c) The Group engages in initiatives which enhance its ability to attract and retain the most outstanding staff and to provide these people with the opportunities to be their best. We recognise that fostering diversity and inclusion is an important part of being a leader in the professional services sector and delivering excellent service to our clients.
- (d) The Group's commitment to diversity forms part of its merit-based organisational culture dedicated to the recruitment and retention of the best available talent at all levels, up to and including the board of directors of Qantm (**Board**).
- (e) The Group believes that embracing diversity in its workforce contributes to the achievement of its corporate objectives and enhances its reputation. It enables the Group to:

- (i) recruit the right people from a diverse pool of talented candidates;
- (ii) make more informed and innovative decisions, drawing on the wide range of ideas, experiences, approaches and perspectives that employees from diverse backgrounds, with differing skill sets, bring to their roles; and
- (iii) better represent the diversity of its stakeholders and markets.

#### 4. Commitment to diversity

- (a) The Group is committed to achieving the goals of:
  - (i) providing access to equal opportunities at work based on merit; and
  - (ii) fostering a corporate culture that embraces and values diversity.
- (b) We are an equal opportunity employer and welcome people from a diverse set of backgrounds.

#### 5. Recruitment of employees and senior management

The Group is committed to procuring equal employment opportunity for all of its employees and senior management, based on merit, ability, performance and potential, in a way that contributes to the achievement of its corporate objectives, including diversity.

#### 6. Diversity and inclusion working party

- (a) A diversity and inclusion working party (**Party**) will lead programs to address the objectives and priorities of diversity goals and initiatives under the direction of the Board. This will bring together and build on the various projects and initiatives in the diversity and inclusion area currently underway within various parts of the Group.
- (b) The Party is made up of a mix of leaders from different levels across the Group, assisted by experienced people and performance professionals and consultants.

#### 7. General diversity objectives

- (a) Qantm and the Group are committed to enhancing diversity through achieving the following objectives:
  - (i) Increasing awareness across the Group about diversity and the benefits of a diverse and inclusive workforce.
  - (ii) Increasing diversity at senior levels across the Group.
  - (iii) Implementing policies which support and promote working flexibly are in place, understood and promoted across the Group.
  - (iv) Striving for a workplace free from discrimination and sexual harassment through ongoing training and a robust approach to complaint resolution.
  - (v) Addressing systemic and individual unconscious biases in order to create a diverse and inclusive culture, to reduce the potential for unconscious bias in decision making.
  - (vi) Engaging with our people in the development and implementation of the diversity and inclusion programs through our working party.
  - (vii) Integrating diversity and inclusion considerations and content into our business processes and practices with particular focus on people and talent management, client relations and business development, communications and supplier diversity.
  - (viii) Being an active participant supporting diversity in the IP community, with a focus on the fields of law, science, technology, engineering and mathematics.
- (b) With the approval of the People, Remuneration and Culture Committee of Qantm (**Committee**), other initiatives may also be identified and progressed.

- (c) The Committee will:
  - (i) establish measurable objectives for achieving diversity; and
  - (ii) annually review and assess both the measurable objectives for achieving diversity and the Group's progress in achieving them.
- (d) The Board will disclose in Qantm's Annual Report for each relevant financial year both the Group's objectives for achieving diversity and its progress in achieving those objectives.
- (e) The Party will report to the Committee twice a year on progress made in relation to diversity and inclusion initiatives being taken across the Group.

## 8. Objectives for achieving gender diversity

- (a) The Committee will:
  - (i) establish measurable objectives for achieving gender diversity; and
  - (ii) annually review and assess both the measurable objectives for achieving gender diversity and the Group's progress in achieving them.
- (b) The Board will disclose in Qantm's Annual Report for each relevant financial year both its objectives for achieving gender diversity and its progress in achieving those objectives.
- (c) The Board will disclose in Qantm's Annual Report for each relevant financial year the proportion of women employees in the whole organisation, women in senior executive positions and women on the board.
- (d) To assist the Board to fulfil its responsibilities under this paragraph, the Party will:
  - (i) oversee a review of the relative proportion of men and women across the whole of the Group's organisation, in senior executive positions and on the Board, respectively;
  - (ii) report to the Committee on the findings of this review and its recommendations for the objectives to be set by the Committee for achieving gender diversity, having regard to any gaps identified from the review; and
  - (iii) report to the Committee, at least annually, on the Group's progress in achieving the objectives set by the Committee for achieving gender diversity.
- (e) Achievement of the objectives set by the Committee is a factor which will be considered in assessing the performance of the Board, the CEO and Managing Director and senior executives within the Group.

## 9. Roles and responsibilities

- (a) Every employee within the Group is responsible for supporting and maintaining the Group's corporate culture, including its commitment to diversity in the workplace.
- (b) This policy applies to all Board members and employees of the Group. As part of our commitment to inclusive leadership, all principals and business leaders are responsible for upholding the principles of this policy. All employees are required to support and promote the principles of this policy.

## 10. Review and changes to this policy

- (a) The Board and the Committee will review this policy periodically as necessary to confirm that it complies with any applicable legal requirements and remains relevant and effective.
- (b) The Board may change this policy by resolution.
- (c) This policy is not contractual in nature.
- (d) This policy is not a promise of continued employment or of the benefits of that employment.

## 11. Interaction with other legislation

This policy applies to the extent that it does not conflict with equal employment opportunity and anti-discrimination legislation in jurisdictions in which the Group operates.

## 12. Questions

Any questions about this policy should be directed to the Company Secretary of Qantm.

## 13. Approved and adopted

This policy has been approved and adopted by the Board.

**Date Approved:** 12 July 2016