

Diversity and Inclusion Policy

1. Policy Statement

QANTM Intellectual Property Limited ACN 612 441 326 (**QANTM**) and its controlled entities (**Group**) are committed to fostering a corporate culture that embraces and values diversity, inclusion and belonging, equity and equality.

This includes diversity as to:

- gender and gender identity,
- ethnicity, race, colour, nationality or cultural origin,
- impairment or disability (including non-visible disability), and infectious disease,
- physical features,
- age,
- sexual orientation or lawful sexual activity,
- religious beliefs or affiliation,
- political beliefs or activity protected by applicable laws,
- socioeconomic background,
- veteran status,
- pregnancy, family and marital or civil partnership status and associated responsibilities,
- breast feeding,
- Heritage as Indigenous or Torres Strait Islander, and
- employment status (e.g. fixed term, part-time or temporary work).

QANTM does not tolerate or condone unlawful discrimination, sexual harassment, victimisation or vilification. It will provide avenues for resolving complaints of unlawful discrimination, sexual harassment, victimisation and vilification by informal resolution or formal investigation. The resolution process will be fair, consistent, transparent and timely, as outlined at the end of this Policy.

Direct discrimination occurs when a person is treated less favourably than another, simply because of a personal characteristic or status unrelated to job performance, such as gender, race, sexuality, marital status, as listed above.

Indirect discrimination occurs when a policy or requirement which at first glance seems fair, in fact operates to the detriment of a particular group of people because of a characteristic of that group, such as age, race, family circumstances or gender, as listed above.

QANTM is also committed to ensuring that its employment practices are free from any unlawful discrimination based on a person's association (including as a relative) with someone who has one of the characteristics listed above.

As leaders in the provision of intellectual property services, we recognise the importance of innovation, and the stimulus for innovation provided by diverse

Diversity and Inclusion Policy

thinking. We pride ourselves on being inclusive of different expertise, varied skill sets, diverse backgrounds and diverse thinking, and which takes into account the interests of diverse stakeholders in our decision-making.

We recognise that fostering diversity and inclusion is an important part of being a leader in the IP services sector and delivering excellent service to our clients and associates, which are themselves a diverse group operating in many different industries, markets, and countries.

The Group believes that embracing diversity and inclusion in its workforce contributes to the achievement of QANTM's corporate objectives, enhances its reputation, and facilitates:

- recruitment of a wide range of talented people from a diverse pool of talented candidates;
- retention of our high-performing workforce;
- our people achieving their full potential by fostering a culture where people feel valued and respected in, and connected to, their workplace; and
- informed and innovative decision-making, which draws on the wide range of ideas, experiences, approaches and perspectives that employees from diverse backgrounds, with differing skill sets, bring to their roles.

2. Diversity and inclusion objectives

QANTM and the Group are committed to enhancing diversity and inclusion through achieving the following objectives:

- (a) Increasing awareness across the Group about diversity and the benefits of a diverse and inclusive workforce.
- (b) Increasing diversity at senior levels across the Group.
- (c) Implementing policies which support and promote working flexibly, and ensuring they are understood and promoted across the Group.
- (d) Maintaining a workplace free from discrimination and harassment on the grounds of any attribute protected by applicable laws relating to discrimination, including, without limitation, those attributes listed in the second paragraph of this policy, through ongoing training and a robust approach to complaint resolution.
- (e) Ensuring that all employees are treated fairly and with respect and dignity.
- (f) Addressing systemic and individual unconscious biases in order to create a diverse and inclusive culture, reduce the potential impact for unconscious bias in decision making.
- (g) Engaging with our people in the development and implementation of diversity and inclusion programs.
- (h) 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.

Diversity and Inclusion Policy

- (i) Being an active participant supporting diversity in the Intellectual Property community, with a focus on the fields of law, science, technology, engineering and mathematics.
- (j) Achieving equal employment opportunity for all of the Group's employees, senior management and directors, based on merit, ability, performance and potential.

3. Objectives for achieving gender diversity

A committee of the QANTM Board - the People, Remuneration and Culture Committee (PRCC) is responsible for:

- establishing measurable objectives for achieving gender diversity; and
- annually reviewing and assessing those objectives and the Group's progress in achieving them.

4. Reporting concerns

If any employee believes that someone is violating QANTM's Diversity & Inclusion Policy or laws relating to workplace equality or freedom from discrimination or harassment, they are asked to report it through the QANTM Speak-up Service or other reporting channels identified in the QANTM Whistleblower Protection Policy.

The QANTM Speak Up service is an externally-managed service established to receive reports of "wrongdoing" (as defined in the Whistleblower Protection Policy) by telephone, email, through an online platform or by mail. These reports will be forwarded promptly to an appropriate officer within QANTM for confidential assessment and referral for appropriate resolution.

The QANTM Speak Up service may be contacted by:

Phone:	1800 324 775 (from inside Australia) +61 2 8203 2190 (from outside Australia)
Email:	qantmspeakup@coreintegrity.com.au
Online at:	grs.ly/QANTMSpeakUP
Mail:	Core Integrity – QANTM SpeakUp, PO Box 895, Darlinghurst NSW 1300
QR Code:	

Diversity and Inclusion Policy

QANTM is committed to ensuring that any complaints are dealt with fairly, thoroughly, confidentially and in a timely manner.

Complaint Handling Guidelines for personal work-related grievances

The Company has established confidential procedures for handling complaints under this policy. In addition, the Company has a Whistleblower Protection policy, the application of which is critical and should be considered closely by a reporter – especially if they wish to file a report anonymously. QANTM's Whistleblower Protection Policy is not intended to apply to personal work-related grievances.

With respect to reports relating to personal work-related grievances, QANTM has established confidential procedures for handling complaints which is outlined in the Company's Workplace Behaviour Policy. These procedures are based on the principle that the rights and privacy of both parties to a complaint should be safeguarded. QANTM considers that it is important that any complaint be dealt with as promptly as possible, professionally and with sensitivity. If any employee has a complaint they can speak confidentially to a People & Culture representative or for conciliation, Head of People & Culture in the first instance, or contact the relevant agencies for advice:

- ACT Human Rights Commission;
- Anti-Discrimination Board of New South Wales;
- Northern Territory Anti-Discrimination Commission;
- Queensland Human Rights Commission;
- Equal Opportunity Commission (South Australia);
- Equal Opportunity Tasmania;
- Victorian Equal Opportunity and Human Rights Commission;
- Western Australian Equal Opportunity Commission.

The relevant agencies and QANTM encourage the internal resolution of complaints if possible.

Date Approved: 29 November 2022

This policy has been approved by the Board of Directors of QANTM Intellectual Property Ltd and will be available on the QANTM [website](#).