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DIVERSITY, EQUALITY & INCLUSION POLICY (HR12)



1. Purpose

The purpose of this policy is to foster a diverse and inclusive workforce, where all employees are treated with fairness and respect. We are committed to creating a healthy work environment that enables every individual to thrive, contribute meaningfully to the MaxiPARTS Group's success, and reach their full potential.

2. Scope

The Policy applies to all employees of MaxiPARTS Limited and its subsidiaries (The MaxiPARTS Group).

3. Definitions

Employee	A direct employee of the MaxiPARTS Group
Diversity	Refers to all the characteristics that make individuals different from each other. It includes characteristics or factors such as religion, race, ethnic origin, language, gender, sexual orientation, disability, age or any other potential factor of difference.
Equity	Refers to treating everyone fairly and equally, ensuring that everyone has the same opportunities and is not discriminated against.
Inclusion	All individuals, regardless of their background, abilities, or characteristics, are welcomed, valued, and given equal opportunities to participate and succeed. This involves creating a workplace where everyone feels respected, supported, and able to contribute fully.
Values	Safety, Integrity and Respect, Teamwork, Responsiveness, Customer Focus, Commercially Savvy.
Fair Work Ombudsman	It is an independent statutory agency of the Government of Australia that ensure a working environment where employees are fairly rewarded, heard, and represented. It ensures that workers have security, opportunities for progression, and are able to work in a healthy, inclusive environment where their rights are respected.
Fair Work Act 2009	Australian legislation that governs workplace rights and responsibilities, including protection against discrimination and unfair treatment.
Sex Discrimination Act 1984	Federal law that prohibits discrimination on the basis of sex, sexual orientation, gender identity, and related attributes.
Disability Discrimination Act 1992	Law aimed at eliminating discrimination against people with disabilities in various areas including employment.
Workplace Gender Equality Agency	The Workplace Gender Equality Agency is an Australian Government statutory agency created by the Workplace Gender Equality Act 2012.

4. Policy Statement

The MaxiPARTS Group is committed to creating an environment where everyone feels safe, respected, and valued. We will ensure that the provision of our programs and services is fair and equal to all individuals, regardless of their identities.

We will act in a manner that is aligned with relevant Australian legislation, including but not limited to the Fair Work Act 2009, the Sex Discrimination Act 1984, the Disability Discrimination Act 1992, the Age Discrimination Act 2004, the Racial Discrimination Act 1975, and applicable state and territory anti-discrimination laws, as well as the guidelines from the Fair Work Ombudsman and Workplace Gender Equality Agency (WGEA).

We will encourage and support our managers by providing training and development to promote Diversity, Equity and Inclusion (DEI) awareness and skills.

5. Objectives

The MaxiPARTS Group is committed to fostering gender balance and diversity across all levels of the organisation, including its governing bodies (WGEA) and will comply with their obligations under the WGEA legislation and all other applicable Australian anti-discrimination and workplace laws.

We are dedicated to ensuring equal and fair remuneration for all employees, regardless of gender, ethnicity, or any other characteristic.

We support flexible working arrangements to accommodate the family and caring responsibilities of our employees where possible, promoting a healthy work-life balance.

We aim to foster a workplace that is free from harassment and discrimination, where all employees are treated with respect and dignity.

We actively encourage our employees' involvement in diversity, equity, and inclusion initiatives and decision-making processes to ensure their voices are heard and valued.

6. Responsibilities

All employees will:

- Treat all employees with respect and contribute to a working environment where everyone feels valued, heard and supported.
- Be mindful of and accommodate the varying needs of colleagues, including those related to culture, religion, family responsibilities and disabilities.
- Participate in DEI training to understand the importance of diversity, equity, and inclusion, and to learn how to identify and address biases and discrimination.
- Promptly reporting any instances of discrimination, harassment, or bias to the appropriate channels to ensure timely and effective investigation.
- Respect the diversity of their colleagues and actively demonstrate inclusivity by upholding the MaxiPARTS Group values and adhering to company policies, including the Code of Conduct and the Respect at Work Policy.

Our Management Teams will:

- Ensure that all actions and decisions, whether related to hiring, promotions, or daily interactions, are fair and unbiased, promoting equal opportunities for all employees.
- Demonstrate a strong commitment to DEI principles by leading by example and fostering an inclusive culture.
- Promote and encourage all employees to undertake ongoing training on DEI topics to enhance understanding and promote inclusive behaviours.
- Promote fair and unbiased recruitment, hiring, and retention practices to build a diverse workforce.
- Promptly address any incidents of discrimination, harassment, or bias, ensuring that appropriate actions are taken to resolve issues and prevent recurrence.

The Executive Leadership Team & People, Safety & Culture Team will:

- Promote the DEI policies and best practices, ensuring they are aligned to the MaxiPARTS values, Fair Work Ombudsman and WGEA.
- Provide ongoing DEI training and education for all employees to promote understanding and inclusive behaviours.
- Implement fair and unbiased recruitment and retention strategies to build and maintain a diverse workforce.
- Engage with employees to gather feedback on DEI and involve them in decision-making processes.
- Promptly address any incidents of discrimination, harassment, or bias, ensuring appropriate actions are taken to resolve issues and prevent recurrence.
- The PSC Team will prepare and lodge annual reports with WGEA.

The Board of MaxiPARTS Limited will:

- Establish clear objectives to achieve diversity and inclusion targets.
- Regularly monitor, evaluate, and review progress towards these targets.

7. Equal Opportunity

The MaxiPARTS Group provides equal employment opportunities to all individuals, regardless of race, colour, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other characteristic protected by law.

We adhere to the principles of the Fair Work Ombudsman, ensuring that our employment practices are free from discrimination and promote a diverse and inclusive workplace. The MaxiPARTS Group is committed to:

- Ensuring that our recruitment processes are fair and unbiased, aiming to attract a diverse pool of candidates.
- Ensuring our hiring practices are designed to be equitable and transparent. We provide DEI and Recruitment & Selection training for hiring managers to ensure fair evaluation of candidates and make hiring decisions based on merit and qualifications.
- Promoting employees based on their performance, skills, and potential. Clear criteria and a transparent process are established to ensure that all employees have equal opportunities for advancement.
- Equitable pay practices. Annual salary reviews are conducted to ensure that all employees

- are fairly compensated for their work, regardless of their background or characteristics.
- Gender Pay Gaps: Undertake gender pay gap analysis annually with the aim of reducing gender pay gap if applicable.
- Provide reasonable accommodations to employees with disabilities to support their full participation in the workplace.
- Promote cultural awareness and sensitivity through training and initiatives that celebrate diversity and foster an inclusive environment.
- Establish clear procedures for reporting and addressing grievances related to discrimination, harassment, or bias, ensuring that all complaints are handled promptly and effectively.
- Providing ongoing training and development programs to enhance employees' skills and knowledge. This includes onboarding training for new hires, professional development opportunities, and leadership training.
- Ensuring our termination processes are conducted with fairness and respect. Whether voluntary or involuntary, we follow legal and ethical procedures to ensure a fair and respectful process for all employees.

8. Communication & Training

To ensure the effectiveness of this policy and promote a culture of inclusion, we aim to provide clear and consistent communication and training across all levels of the business:

- **Public Access:**
This DEI policy will be published on the company website to ensure transparency and accountability to our employees, shareholders, and the public.
- **Employee Awareness:**
All employees are made aware of the policy and our DEI commitment together with their responsibilities through:
 - Induction and onboarding programs
 - Internal communications (e.g. newsletters, team updates, ELMO Documents)
 - In-house consultation forums (e.g. working groups to consult on gender equality issues)
- **Training and Development:**
 - DEI awareness training is available via ELMO e-learning modules, including topics such as inclusive practices, unconscious bias, and respectful communication.
- **Feedback and Improvement:**
 - Employees will have access to safe channels for questions, feedback, or concerns related to DEI. This could be via general enquiries to hr.team@maxiparts.com.au or via engagement surveys.
 - Feedback will help inform ongoing improvements to this policy and its application.

9. Disclosure of Policy Objectives

The MaxiPARTS Limited annual corporate governance statement will include updates on DEI targets and initiatives. This reporting ensures that everyone is informed of our ongoing efforts to create a diverse, equitable, and inclusive workplace.

DIVERSITY, EQUALITY & INCLUSION POLICY (HR12)



10. Breaches of this Policy

Compliance with this Policy is mandatory.

Any breach of this policy may result in disciplinary action up to and or including termination of employment.

This Policy will be reviewed every three years, or earlier as per legislative requirements, in accordance with the Company's Policy Governance Framework.

POLICY DEVELOPMENT USE ONLY

Changes, Linked Documents, Authorisation, Effective & Evaluation Dates	
Linked Documents	HR01 – Recruitment & Selection HR07 – Leave Policies (includes HR01-01 Parental Leave) HR13 – Respect at Work (Bullying, Harassment, Discrimination) HR17 – Flexible Work practices and WFH
Policy Changes	This policy may be rescinded, changed, or replaced at any time at the absolute discretion of the Managing Director/CEO, GM People Safety & Culture, Board of Directors and/or authorised delegate.
Authorisations	Managing Director/Chief Executive Officer GM - People, Safety & Culture Board of Directors
Prior Relevant Documents	This policy supersedes any prior Policy, verbal or written.
First Implementation Date	V1: Orig Date (MaxiTRANS) V2: 03 May 2022
Current Version	CEO/Managing Director Approval: 20 June 2025
Next Review Date	Prior to end of 2028

Evaluation History			
Date	Author	Sections Modified	Details of Amendments
03 May 2022	Corporate	ALL	Changed from MXT to MXP
May 2025	HRBP, GM – PSC & CEO	ALL	Policy reviewed in full and updated Policy endorsed by CEO. Approved by the Board of Directors on 20 June 2025

THIS DOCUMENT IS UNCONTROLLED WHEN PRINTED

The electronic version of this document is the approved and most current.