
Diversity Policy

Viva Energy Group Limited (ACN 626 661 032)

Approved by the Board on 13 December 2019

1 Purpose and vision

- (a) Viva Energy Group Limited (**Company**) and its directly or indirectly wholly-owned subsidiaries (together, **Viva Energy**) acknowledge the positive outcomes and corporate benefits that can be achieved through a diverse workplace, including the ability to attract, retain and motivate directors, officers and employees from the widest possible pool of available talent.
- (b) Viva Energy is committed to creating and fostering a workplace culture that promotes diversity and respectful and inclusive behaviours at all levels and in all its facets, including for our employees, customers, suppliers and other key stakeholders we work with. Working in an inclusive way means that we value the ideas of all people; we include the right people in our decision-making and respect everyone's unique contribution and perspective. We believe that this will help us in driving long-term business success and will create a "Driven by People" culture.
- (c) We know that when employees feel valued, included and respected it creates a vibrant, innovative and productive environment with enhanced decision-making and effective teamwork.
- (d) We aim to have a workplace where all people who work with us have the opportunity to reach their full potential with us regardless of gender identity or expression, age, cultural heritage, ethnicity, language, sexual orientation, marital or family status (including carer commitments), religion, physical ability, socio-economic background, perspective, experience, thinking styles or mental impairment. For the purposes of this policy (**Policy**), diversity includes, but is not limited to, such matters.
- (e) This Policy will be reviewed at least annually by the board of the Company (**Board**) to ensure its effectiveness.

2 Objectives

- (a) Viva Energy is committed to:
 - (i) developing the skills, talents, capabilities and experiences of all employees;
 - (ii) ensuring Viva Energy's business strategies and processes at all levels reflect the commitment to achieving gender equality and diversity;
 - (iii) promoting and implementing processes and practices that seek to mitigate the risk of conscious or unconscious biases affecting outcomes in a way that might discriminate against individuals, including practices such as recruitment, training and development, performance reviews and financial outcomes;
 - (iv) ensuring that recruitment and selection practices at all levels are appropriately structured so that a diverse range of candidates are considered and guarding against any conscious or unconscious biases that might discriminate against certain candidates.
 - (v) creating a workplace where employees feel included, engaged and respected, and where the diversity, richness of ideas, backgrounds and perspectives are all valued and utilised;
 - (vi) empowering and rewarding people who demonstrate a commitment to inclusion and diversity;
 - (vii) complying with all applicable equal opportunity and anti-discrimination laws and other relevant employment obligations and requirements;
 - (viii) creating a workforce profile that is equally represented by men and women and improving

the representation indigenous employees, as a foundation to build a diverse and inclusive workforce; ensuring that Viva Energy's culture at all levels supports diversity in the workplace;

- (ix) considering and implementing programs and processes that will assist in the development of a broader and more diverse pool of skilled and experienced employees;
- (x) supporting an individual's responsibilities outside of the workplace (including the adoption of flexible work practices that will assist them to meet those responsibilities);
- (xi) providing opportunities for employees on extended parental level to maintain their connection by offering the option (without any obligation) to receive all-staff communications and attend work functions and training programs.
- (xii) ensuring the policy for selection and appointment of new directors is transparent; and
- (xiii) ensuring that there are clear reporting processes and procedures in place to prevent and stop discrimination, bullying and harassment.

(collectively, the **Objectives**).

- (b) All employees, contractors and consultants, working for or with Viva Energy are accountable for our culture and have a responsibility to ensure their behaviours and actions, and those of their colleagues, are in accordance with our commitment to promoting a culture where diversity in the workplace is valued and respected, and to prevent or stop unlawful discrimination, harassment and bullying in the workplace. All employees are encouraged to participate in initiatives that support the achievement of our Objectives.
- (c) Building a workforce that is more representative of the community, that can fully contribute through a collaborative and inclusive workplace that will drive individual and team performance through the ability to:
 - (i) better reflect, understand and connect with customers;
 - (ii) source talent from traditionally under-tapped groups/areas;
 - (iii) solve complex problems;
 - (iv) foster creativity and innovation;
 - (v) improve the quality of business decisions; and
 - (vi) boost employee engagement and morale.

3 Responsibilities

- (a) The Board has formally adopted this Policy, reflecting a commitment by the Board for accountability across Viva Energy to achieve its diversity goals.
- (b) The Board has responsibility to:
 - (i) annually set and review with management measurable objectives for achieving gender diversity in the composition of the Board, senior executives and the workforce generally and, where appropriate, other aspects of diversity including in respect of women in leadership, age diversity and cultural diversity;
 - (ii) review and assess with management at least annually Viva Energy's progress in achieving such measurable objectives and Viva Energy's programs and initiatives in relation to such measurable objectives; and

- (iii) disclose:
 - (A) in relation to each reporting period, the measurable objectives for achieving gender diversity set by the Board and Viva Energy's progress in achieving such measurable objectives;
 - (B) in relation to each reporting period, whether the review referred to in section 3(b)(ii) has taken place; and
 - (C) in relation to each reporting period, the respective proportions of men and women on the Board, in senior executive positions and across the whole workforce (including how the Company has defined "senior executive" for these purposes) or the Company's Gender Equality Indicators, as defined in the *Workplace Gender Equality Act 2012* (Cth).
 - (c) Management is responsible for designing, implementing and maintaining programs and initiatives to help achieve the measurable objectives set by the Board under section 3(b)(i).
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4 Reviews, changes to and publication of this Policy

- (a) The Board will review this Policy from time to time to ensure that it remains effective and appropriate.
- (b) The Board may change this Policy from time to time by resolution.
- (c) This Policy will be made available on the Company's website.