

# Employee Diversity Policy

## Overview

### Introduction

The Company recognises the importance of Diversity in the workplace and embraces the value that a diverse workforce adds to an organisation, including by gender, age, ethnicity and cultural background. The Company believes that Diversity enables it to create more value for its shareholders, as it allows the Company to become more innovative, responsive, productive and competitive.

### Purpose

This policy sets out the Company's policy in relation to Diversity of employees of the Company.

### Scope

This is a policy of the Company. This policy does not apply in relation to Diversity of the Board of Directors of Harvey Norman Holdings Limited, which is dealt with by the Board Diversity Policy.

## Policy

### 1 Policy Owner

1.1 The General Manager - Human Resources is the owner of this Policy.

### 2 Policy Approval

2.1 This Policy must be approved by the policy owner and the Company Policy Governance Committee.

### 3 Policy Changes

3.1 Any changes to this Policy must be approved by the policy owner and the Company Policy Governance Committee.

### 4 Policy Compliance

4.1 The policy owner is responsible to implement and monitor the effectiveness of this policy.

### 5 Measurable Objectives

5.1 By 30 April annually, the General Manager – Human Resources will establish measurable objectives for achieving Diversity by the Company and provide these to the Chief Executive Officer.

5.2 By 30 June annually, the Chief Executive Officer will, review and approve the measurable objectives for achieving Diversity in the Company.

### 6 Assessment of Measurable Objectives

6.1 The General Manager - Human Resources will, annually, review both the measurable objectives and progress in achieving each measurable objective.

## 7 Recruitment and Selection Processes

- 7.1 Each Business Unit Head is responsible for:
- (a) including Diversity objectives in Company recruitment, Company performance evaluations and succession planning processes;
  - (b) ensuring that any prospective employee selection process is formal and transparent, is free from discrimination, and where each application is treated fairly and evaluated objectively; and
  - (c) ensuring that a diverse pool of qualified candidates are submitted for consideration.
- 7.2 The General Manager – Human Resources is responsible for ensuring that Business Unit Heads undertake annually diversity training to set culture and awareness of the benefit to the Company arising from a diverse workforce and senior management team.

## 8 Reporting Obligations

- 8.1 By 30 June annually, the General Manager - Human Resources will review and report to the Chief Executive Officer on:
- (a) the appropriate mix of skills, experience, expertise and Diversity required by the Company and assess the extent to which the required skills are represented in the Company;
  - (b) Harvey Norman’s progress towards achieving the measurable objectives;
  - (c) the relative proportion of women and men in the workplace at all levels of the Company;
  - (d) make recommendations regarding this policy and strategies to address Employee Diversity; and
  - (e) make recommendations to the Chief Executive Officer in relation to the objectives for achieving gender diversity, and the initiatives to support those objectives, including whether a gender pay gap exists.

## 9 Review

- 9.1 The General Manager – Human Resources will conduct an annual review of this policy, make recommendations for improvements and changes and ensure that any revisions to this policy are approved in accordance with this policy.
- 9.2 The Harvey Norman Audit Committee will, annually, internally review and assess the effectiveness of this policy.

### **Compliance Statement**

The Officers, Business Unit Heads and Employees of the Company must be aware of this policy and comply with this policy while carrying out their duties and responsibilities.

### **Definitions**

Term	Definition
<b>Company</b>	means any related body corporate or subsidiary of Harvey Norman.
<b>Diversity</b>	includes race, ethnicity, gender, sexual orientation, socio-economic status, culture, age, physical ability and religious, political and other beliefs. Diversity also includes differences in background, education, marital status, personality and life experience.
<b>Employees</b>	means an employee of any related body corporate of subsidiary of Harvey Norman.
<b>Harvey Norman</b>	means Harvey Norman Holdings Limited A.C.N. 003 237 545.