



THINKERS · MAKERS · DOERS

Welcome

Inclusion & Diversity

Global Policy & Guidelines

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At TWE, it's in our DNA to bring our whole selves to work. It's the diversity of our people that makes us unique and we strive to create a professional and safe working environment where respect for human rights is the cornerstone of our culture, and where everyone can contribute and feel included.

We believe that human rights recognise the inherent value of each person and encompass the basic freedoms and protections that belong to every single one of us. Our business and people can only thrive when human rights are safeguarded. In doing business, we are committed to respecting human rights and support and uphold the principles within the **UN Universal Declaration of Human Rights**, the **United Nations Guiding Principles on Business and Human Rights**, the **ILO 1998 Declaration on Fundamental Principles and Rights at Work** and **Modern Slavery Acts**.

Our Inclusion and Diversity Policy is underpinned by this commitment.



Our Policy

We believe our strength comes from our people, their vast and varied backgrounds, ideas, cultures, ethnicities, talents, genders and voices. The things some see as different, we see as critical to achieving our Game Plan.

We are committed to creating an inclusive, supportive and collaborative culture to attract and retain the best possible talent, and create an environment where people from diverse backgrounds can fulfil their potential.

This inclusive approach not only enriches our culture, it broadens our collective knowledge and capabilities. It also gives us a competitive advantage in the marketplace by helping us understand and connect more effectively with our customers, consumers, communities and each other.

At TWE, we:

- Believe **Diversity** in the global context can be defined as visible and invisible differences, thinking styles, leadership styles, religious background, disability, gender, sexual orientation, gender identity, race, ethnicity, age and experience;
- Define **Inclusion** as the quality of the organisational environment that actively nurtures, maximises and leverages the diverse talents, backgrounds and perspectives of our people; and
- Want you to be **You**, to bring your whole self and to know and feel that you are valued.



Our Commitment

TWE is committed to creating an Inclusive and Diverse culture because it helps us to:

- Attract, engage and retain high-performing talent with unique skill sets, work styles and experiences which will help us achieve our ambition to be the world's most admired premium wine company.
- Make sound commercial decisions that consider the different perspectives, needs and interests of diverse stakeholders.
- Better innovate by leveraging diverse viewpoints, skills and experiences of our people across all geographical regions and local communities where we operate.
- Leverage the advantages of being an international business to drive better customer and consumer insights.
- Create a great place to work, attracting and retaining the best talent because we provide an environment that enables every individual to be themselves and maximise their unique potential.
- Reinforce that unlawful discrimination, bullying, harassment, or victimisation will not be tolerated under any circumstances at TWE.



Who this Policy applies to

This Policy applies to all TWE operations globally, including but not limited to:

- All employees including potential employees/candidates;
- All former employees;
- Sub-contractors/consultants/ workers (as defined by employment legislation, and to include agency temps);
- Casual employees, contractors, temporary workers/contingent workers;
- Self-employed people;
- Visitors to TWE sites;
- Suppliers; and
- Customers.



Key Principles

This policy is based upon the following key principles:

- We believe that embracing diversity and treating everyone equally is the right thing to do;
- We recognise the competitive advantage that diversity brings, and aim to have a diverse employee profile that mirrors that of our consumers;
- We recognise that for a diverse workforce to thrive we must create an inclusive workplace where all employees can access opportunities for personal and professional growth and bring their whole self to work;
- Flexibility is key to being competitive in the marketplace and having diverse experiences and thinking will help drive this capability;
- Our aim is to embed inclusion and diversity in everything we do – from hiring practices to daily processes, from development and promotions to holding leaders accountable – so that it simply becomes part of our DNA.; and
- It is each and every individuals' responsibility to create an inclusive culture and to uphold the standards set by this policy. Where we see behaviors that breach these standards, it is up to all of us to call it out and help each other to be better. Your desire and commitment to building a respectful and inclusive environment will define our success.

Policy Statement

TWE's policy is that we hold ourselves accountable for Inclusion and Diversity, as underpinned by our commitment to upholding the International Bill of Human Rights, the United Nation Guiding Principles on Business and Human Rights and Modern Slavery Acts, in the following ways:

- The Executive Leadership Team (ELT) will convene as the Inclusion and Diversity Council to set strategy and objectives, review and drive continuous improvement in our performance;
- The ELT is committed to role modelling the behaviours that foster and value Inclusion and Diversity including targets in their annual KPOs which support the achievement of TWE's objectives;
- TWE's Inclusion and Diversity policy will be reviewed annually;
- TWE's annual measurable objectives will be proposed by the Inclusion and Diversity Council, endorsed by the HR Committee and approved by the Board; and
- Progress against the measurable objectives will be reviewed twice a year by the HR Committee and annually by the Board.

Variation from Policy requirements

Any variations from the above policy requirements must be approved by the Chief People Officer.

Responsibilities

All Employees

All employees must follow and promote this policy, ensuring that they treat all colleagues and other people they interact with respectfully and in accordance with the guiding principles outlined. In addition, all employees must maintain a work environment free of discrimination, harassment and bullying.

Behaviour or actions which are in breach of this policy should be reported to their People Manager or HR in a confidential and timely manner, in accordance with TWE's Resolving Workplace Issues and Disciplinary Processes.

People Manager Responsibilities

People Managers must follow and promote this policy through behaviour and business practices, ensuring they treat all colleagues and other people they interact with respectfully and in accordance with the guiding principles outlined.

Behaviour or actions which are in breach of this policy, observed directly or reported to People Managers, should in turn be reported to HR in a confidential and timely manner, in accordance with TWE's Resolving Workplace Issues and Disciplinary Processes.

Talent Acquisition (TA) team

The TA team is responsible for promoting, reinforcing and leading recruitment-related processes which support the principles and goals established by TWE.

Responsibilities continued...

Human Resources (HR) Responsibilities

The HR team is responsible for promoting, reinforcing and managing people-related processes, reporting, communication and initiatives which support this policy. The HR team will support People Managers and employees throughout the resolution of any complaint, ensuring a timely, thorough and confidential process is undertaken, in accordance with TWE's Resolving Workplace Issues and Disciplinary Processes.

TWE's Responsibilities

TWE is committed to creating a work environment that promotes diversity and inclusion.

Consequences for Breach of this Policy

A breach of any of the provisions of this Policy may constitute a disciplinary offence and will be dealt with in accordance with TWE's Disciplinary Processes. Depending on the gravity of the offence, it may be treated as serious misconduct and could lead to disciplinary action, up to and including summary termination/dismissal of employment.

Need more information?

This Policy should be read in conjunction with the following documents:

- TWE DNA
- Resolving Workplace Issues Process
- Disciplinary Process
- Recruitment Policy
- Social Media Policy
- Workplace Health, Safety and Wellbeing Policy
- Regional Working Together / Antidiscrimination and Harassment Policies

WE BRING OUR *whole* SELF.

We're a passionate bunch who enjoy working together, like to have fun and keep things down to earth.

It's the diversity of our people that makes us unique and so we want you to be you, because you belong here and you matter.

WE ARE *courageous*

We're brave enough and care enough to have the right conversations to get the best outcome.

We are thirsty for knowledge and growth. So we embrace feedback and take pride in finding new ways to do things, to create, to learn, adapt and innovate. To be better today and for tomorrow.

WE DELIVER *together*

We're famous for our 'can do' attitude, we add value and see things through. We're "glass half full", we see challenges as opportunities and move with pace to achieve goals.

We're at our best when we truly work as one, 'have each other's back' and uplift one another to achieve greatness. We leave ego at the door and get a kick out of working together and celebrating our collective success.

This Policy is approved by the Chief People Officer. Treasury Wine Estates reserves the right to amend, cancel or extend policies. All policies filed to the Treasury Wine Estate's portal are current. If you are referring to a hard copy, please ensure that it is the most recent version.