

# Diversity and Inclusion Policy

## (Global)

*A Treasury Wine Estates Limited Policy*

### 1. INTRODUCTION / CONTEXT

We are a company made up of individuals as diverse as our wines and the people who enjoy them. Our aim is to attract and retain the best talent and provide an environment where everyone can thrive.

This inclusive approach not only enriches TWE culturally, 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 define Diversity and Inclusion as celebrating what's unique about you. We believe our strength comes from our vast and varied backgrounds, ideas, cultures, ethnicities, talents, genders, voices – the things some see as different and that we see as critical to our success. We want you to be you and to know and feel that you are valued at TWE.

#### **Our Commitments**

TWE is committed to creating a Diverse and Inclusive 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 become the world's most successful and celebrated wine company;
- Make sound commercial decisions that take into account the different perspectives, needs and interests of diverse stakeholders;
- Better innovate by leveraging the diverse viewpoints, skills and experiences of colleagues 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;
- Reinforce that unlawful discrimination, bullying, harassment or victimisation will not be tolerated at TWE; and
- 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.

### 2. WHO THIS POLICY APPLIES TO

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

- All employees
- All potential employees/candidates
- All former employees
- Sub-contractors/consultant
- 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
- Customers

### 3. KEY PRINCIPLES

This policy is based upon the following key principles:

#### Guiding 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;
- Flexibility is key to being competitive in the marketplace and having diverse experiences and thinking will help drive this capability. This will be achieved through consistent and effective application;
- Our aim is to embed diversity and inclusion in everything we do – from hiring practices to daily processes, from training and development 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 forth by this policy. Your desire and commitment to building a respectful and inclusive environment will define our success.

### 4. POLICY STATEMENT

**TWE's policy is that we hold ourselves accountable for Diversity and Inclusion in the following ways:**

- TWE's most senior leadership team – the Executive Leadership Team (ELT) will meet a minimum of three times annually as the Diversity and Inclusion Council to drive improvement in our Diversity performance and role model the behaviours that foster and value Diversity and Inclusion.
- TWE's leaders (comprising the CEO and ELT) will commit to Diversity and Inclusion measures and targets in their annual KPOs which will support the achievement of TWE's objectives;
- TWE's Diversity and Inclusion policy will be reviewed annually;
- TWE's annual measurable objectives will be endorsed by the Diversity and Inclusion Council and HR Committee prior to being 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 as part of the People Metrics Report.

### 5. VARIATION FROM POLICY REQUIREMENTS

Any variations from the above policy requirements must be approved by the TWE Global Director - Talent & OD.

### 6. RESPONSIBILITIES

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

#### 6.2 Manager's Responsibilities

Managers must follow and promote this policy through behaviour and business practices, ensuring that 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 managers, should in turn be reported to HR in a confidential and timely manner, in accordance with TWE's *Resolving Workplace Issues Process* and *Disciplinary Process*.

### 6.3 Talent Acquisition (TA) team

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

### 6.4 Human Resources' (HR) Responsibilities

The HR team are responsible for promoting, reinforcing and managing people-related processes, reporting, communication and initiatives which support this policy. The HR team will support 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 Process* and *Disciplinary Process*.

### 6.5 TWE's Responsibilities

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

## 7. 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.

## 8. RELATED TWE DOCUMENTS

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

- TWE's Growth Behaviours
- Resolving Workplace Issues Process
- Recruitment Policy
- Social Media Policy
- Health, Safety and Environment (HSE) Intranet

## 9. APPROVAL

This Policy is approved and signed by the TWE Global Director - Talent & OD

### POLICY OWNER

Owner	Date Published	Date for Review
Chris Hartman	November 2015	

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.