

IBRS Inclusion and Diversity Policy

Rationale and Commitment

IBRS is committed to creating a truly inclusive and diverse workplace where everyone feels a sense of belonging and is empowered to do their best work. We believe that a diverse workforce, rich in different backgrounds, experiences, capabilities, and perspectives, is essential for our success. It fuels innovation, enhances creativity, and helps us better understand and serve our clients.

Our commitment extends beyond simply complying with legal requirements; we actively foster an environment where every individual is treated with courtesy, dignity, and respect. We aim to ensure that all employment and management practices are fair, equitable, and based on the principle of merit.

Scope and Definitions

This policy applies to all employees, contractors, consultants, and apprentices of IBRS.

Diversity refers to the range of human differences. This includes but is not limited to race, ethnicity, age, gender identity, sexual orientation, disability, and neurodiversity.

Inclusion refers to the act of creating an environment where all people feel respected, valued, and safe to be their authentic selves.

Discrimination is defined as the unlawful, less favorable treatment of a person based on a prohibited attribute. This can be direct (e.g., treating someone less favorably because of their age) or indirect (e.g., an employment requirement that unfairly disadvantages a particular group).

Guiding Principles

Our core principle is that all employment decisions are based on merit, meaning they are made based on an individual's skills, qualifications, capabilities, and experience, without regard to extraneous or irrelevant considerations.

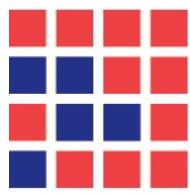
We are committed to providing a workplace free from discrimination and harassment on the basis of any of the following attributes:

- Race, ethnic background, nationality, or personal association with a person of any of these attributes
- Age, including younger and older workers

ABN: 98 107 618 404

Last Updated: Sep 12, 2025





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- Gender, gender identity, intersex status, or sexual orientation
- Marital status, family/carer responsibilities, or relationship status
- Pregnancy, potential pregnancy, or breastfeeding
- Mental or physical disability, neurodiversity, or medical condition
- Religion, political opinion, or trade union membership
- Irrelevant or spent criminal convictions or irrelevant medical records
- Any other attribute protected under Federal or State anti-discrimination legislation

Responsibilities

Management is responsible for:

- Acting as a role model by upholding the principles of this policy.
- Ensuring all employment and promotion decisions are determined solely on merit.
- Creating a work environment that is free from all forms of discrimination and harassment.
- Ensuring that any complaint is investigated seriously, fairly, and in the strictest confidence.
- Supporting anyone who makes a complaint and ensuring they are not subject to victimisation.

Employees are responsible for:

- Treating all colleagues and clients with dignity, respect, and professionalism.
- Respecting cultural, social, and physical differences among others.
- Thinking before speaking or acting to ensure their behaviour is inclusive.
- Not acting in a manner that encourages an environment where discrimination is likely to occur.
- Speaking up and reporting any unwelcome or unacceptable behaviour to a manager or a designated contact person.

Complaint and Resolution Process

If you believe you have experienced or witnessed discrimination or harassment, we encourage you to raise the issue immediately so it can be resolved.

1. **Direct Communication (if comfortable):** If you feel safe doing so, you may directly inform the person that their behaviour is unwelcome and offensive.
2. **Formal Complaint:** If you are not comfortable with direct communication, or if the behaviour continues, you must make a formal complaint to your manager or a senior leader. All complaints will be handled with strict confidentiality.
3. **Investigation:** The designated manager or leader will investigate the complaint in a fair and timely manner. This may involve speaking to all parties involved and any witnesses.

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4. **Resolution:** Appropriate action will be taken based on the outcome of the investigation, which may include disciplinary measures up to and including termination of employment.

