

HCF GROUP DIVERSITY AND INCLUSION

STATEMENT

FEBRUARY 2022

PURPOSE:

- encourage a diverse workforce and inclusive culture based on HCF's values
- define diversity and inclusion
- inform leaders and Workers (defined below) of their responsibilities
- outline key objectives and measures and
- outline HCF's approach to advocating diversity and inclusion in the workplace.

APPLIES TO

This statement applies to all HCF Group employees, including permanent, fixed term, temporary and casuals, as well as agency staff, contractors, and consultants (together, **Workers**).

WHAT IS DIVERSITY AND INCLUSION IN THE WORKPLACE

Diversity refers to our commitment to equality and treating all individuals with fairness and respect. This includes our Workers, members, providers and the communities in which we operate. Inclusion refers to the action of actively creating a workplace culture in which any individual or group feels welcomed, respected and valued to fully participate and contribute.

Diversity encompasses all the characteristics that make individuals different from one another and includes factors such as:

- gender and gender identity
- age
- ethnicity
- language
- religious beliefs
- people with a disability
- sexual orientation
- perspectives and experience

OUR GOALS

HCF is committed to:

- building and maintaining an inclusive and collaborative workplace where Workers are treated fairly and with respect.
- leveraging the diverse experience, perspectives and backgrounds of our Workers to provide innovation and excellence in customer service and solutions for our members.
- recognising the importance of diversity and inclusion in all facets of the HCF Group employee experience including safety, professional and leadership development, performance, leave entitlements, talent acquisition, development and management, succession planning, health and wellbeing.
- Conducting regular employee pulse surveys to collect feedback and measure diversity and inclusion across the business

OBJECTIVES

We consider our approach to Diversity and Inclusion to be one of our key strengths as an organisation. It enables us to identify, understand and meet the needs of the diverse community in which we operate.

We know that continuing to build a diverse and inclusive workforce will enable us to better represent the members we serve resulting in improved service and increased accessibility to potential members.

Diversity and Inclusion make us more competitive, innovative, productive and flexible. To thrive in a diverse and rapidly changing operating environment requires us to be a diverse, flexible and change-ready organisation.

The HCF Board and Leadership Group assess all diversity objectives annually along with the progress in achieving these objectives. The progress against gender diversity objectives and any other aspects of diversity as agreed on by the HCF Board will be fully disclosed in the annual report.

Current objectives in the HCF People and Culture Strategy relate to:

- **Gender diversity in leadership roles** – HCF has an ongoing aim to have leadership vacancies, from frontline management to board level, filled with a balance of genders. Gender diversity is reported and disclosed annually in the **HCF Corporate Governance Statement** available at [hcf.com.au](https://www.hcf.com.au).
- **Inclusivity and Respect** – HCF promotes a workplace based on inclusivity and respect. A regular employee pulse survey is conducted to measure and report the level of inclusivity and respect experienced within the HCF Group.
- **Employee engagement on Diversity and Inclusion** – The ongoing development and management of an HCF Diversity strategy must include opportunities for employee engagement on diversity and inclusion matters. This includes the establishment of four Employee Reference Groups:
 1. **Gender Equality** - The Gender Equality group is working towards achieving WGEA accreditation as an Employer of Choice of Women
 2. **Aboriginal and/or Torres Strait Islander** - The Aboriginal and/or Torres Strait Islander group raising cultural awareness around issues faced by Aboriginal and Torres Strait Islander people and communities; and the development of a Reflect – Reconciliation Action Plan
 3. **Thrive – LGBTIQ+** - The Thrive Group is currently working with Pride and Diversity to create opportunities to create psychological safety for those who have diverse gender or sexuality to be themselves at work; prevent discrimination and reduce mental health issues faced disproportionately by the LGBTIQ+ community.
 4. **Disability** - The Disability group is working with a specialist Disability Support agency to consider opportunities to improve our ability to attract, support and retain employees who live and work with a disability

YOUR RESPONSIBILITIES

All Workers

Demonstrate behaviours consistent with the HCF Group Code of Conduct policy, this Statement and HCF Group Equal Opportunity, Anti-Discrimination, Bullying and Harassment Policy.

- Create a workplace that values diversity, and that is actively welcoming and inclusive.
- Treat others in a fair, dignified and respectful manner.
- Acknowledge and be responsive to diverse experiences, perspectives, values and beliefs.
- Foster collaboration by being open to the input of others; and
- Work to better understand the diverse perspectives of others.

People Leaders

- Support the integration of the intent of this Statement into the culture of the HCF Group.
- Demonstrate and encourage behaviours that are consistent with this Statement.

People and Culture

- Support the integration of the intent of this Statement into the culture of the HCF Group.
- Conduct a review of this Statement every 2 years.
- Facilitate periodic HCF Group employee pulse surveys to measure the effectiveness of HCF's Diversity and Inclusion approach

SUPPORTING POLICIES AND STRATEGIES

HCF's approach to diversity and inclusion is supported by a range of policies and guidelines that assist employees create opportunities and provide flexibility. These include:

- HCF Group Code of Conduct Policy
- HCF Group Equal Employment Opportunity, Anti-Discrimination, Bullying and Harassment Policy.
- HCF Remuneration Policy (General Employees)
- Leave Guidelines
- Recruitment
- Study Assistance

HOW TO REPORT CONCERNS



Please contact your manager or your Human Resources Business Partner if you:

- feel that a policy, procedure, practice or rule could be excluding or disadvantaging you or a group of employees.
- witness other employees breaching this Statement.

For additional information refer to the Grievance Procedure Statement.

GLOSSARY	<p>HCF or We means The Hospitals Contribution Fund of Australia Ltd.</p> <p>HCF Group means HCF, HCF Life Insurance Company Pty Ltd, Manchester Unity Australia Ltd, HCF Research Foundation Ltd, Flip Insurance Pty Ltd and any other subsidiary of HCF from time to time.</p>
STATEMENT REVIEW	This statement will be reviewed annually.
DOCUMENT DETAILS	<p>Document Owner Chief Officer, People and Culture</p> <p>Business Owner Head of Talent & Capability</p> <p>Review Period Every 2 years</p> <p>Date Reviewed February 2022</p> <p>Next Review 2024</p> <p>Approvals EARCC endorsed for PCRC endorsement and HCF Board Approved.</p> <p>Version 3.2022</p>

I confirm that I have reviewed this policy and am satisfied that it captures all the regulatory requirements.

	Date	Signature
Head of Talent & Capability	27 January 2022	
Head of Legal and Compliance	27 January 2022	

Need Help or more information



If you have any questions relating to this obligation statement, please speak with your Business Risk Advisor.