

# Diversity & Inclusion Policy

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## 1. BACKGROUND

AMP Haumi Management Limited ("AHML") and Precinct Properties New Zealand Limited ("PCT") understand the business & cultural benefits of achieving a diverse and highly inclusive workforce.

AHML & PCT are committed to promoting and improving on diversity and inclusion at all levels across its business. This commitment is key to:

- Promoting an inclusive, diverse and supportive culture at AHML.
- Achieving better business outcomes by leveraging the unique experiences of people with diverse backgrounds.
- Driving innovation and creativity through the inclusion of different perspectives.
- Attracting talent and retaining a high calibre of employee who share the values of AHML and PCT.

Operating with clear and robust diversity management practices is integral within the competitive labour market and assists greatly in attracting and retaining employees from the widest possible pool of available talent.

## 2. APPLICATION

This policy applies to all directors and employees of AHML and PCT as well as all contractors and consultants that are engaged by AHML and PCT.

## 3. GUIDING PRINCIPLES

We recognise that diversity includes, but is not limited to gender, age, disability, ethnicity, marital or family status, socio-economic background, religious or cultural background, sexual orientation and gender identity.

We understand that in order to have a properly functioning diverse and inclusive workplace, discrimination, harassment, vilification and victimisation cannot and will not be tolerated. We are committed to eliminating conscious and unconscious discrimination or bias.

In order to achieve our goals and improve diversity and inclusion on an on-going basis we must review this policy, our management practices and measure progress against a clear set of targets year on year.

We are accountable for improving diversity, we will report on our progress in a clear and transparent manner.

#### 4. DIVERSITY MANAGEMENT PRACTICES

As manager of PCT, AHML commits to undertaking the following management practices in order to achieve continuous improvement relating to diversity and inclusion. AHML will:

- Ensure that recruitment and selection practices, from the board level downwards, are appropriately structured so that a diverse range of candidates are considered for each role. In particular:
  - The panel of interviewers will be rotated and tested to ensure that there are no conscious or unconscious biases that might discriminate against certain candidates.
  - Interview shortlists and Interview Panels will always include candidates/participants of all genders.
  - The Intern and Graduate Programmes will focus on attracting high performing female students and providing them with an opportunity to gain experience through internship or join the Precinct Team in a graduate role.
- Ensure that all employees, contractors and consultants operate in accordance with the AHML Culture Charter which promotes collaboration, inclusion, diversity and mutual respect. Inclusion is stated as a competency within the formal Performance Review process and all employees are measured against this.
- Communicate this policy clearly and regularly to all employees, contractors and consultants. The values of AHML in relation to diversity, inclusion and anti-discrimination must be adopted by all employees, contractors and consultants.
- Provide a flexible approach to work in the form of offering flexible working hours & the ability to work remotely. We believe these assist employees of all genders to meet domestic responsibilities.
- Provide a generous Parental Leave entitlement over and above the Government legislative amount for both primary & secondary caregivers.
  - AHML encourages primary caregivers on Parental Leave to continue to participate in activities such as team days, performance review and any other activities they are interested in. These team members continue to be informed on business activity and are provided opportunity to participate in any team survey or feedback gathering during their time away from work.
- Undertake surveys and gather insights on diversity and inclusion in the workplace on an annual basis. All employees, contractors and consultants are provided the opportunity to let us know how they find working for this business, from their unique perspective. These insights help us to ensure the working culture is positive for all individuals at all levels.
- Undertake Remuneration Equality Studies annually, these are reviewed and approved by the board.
- Continue its robust Wellness Programme. This programme assists in achieving greater diversity, as measures and mechanisms are put in place to help support health and wellbeing across a diverse workforce at all levels.

- In order to help employees express their individuality and identity. To assist with this aim AHML has introduced a more relaxed 'Dress for your Day' Policy. Traditional business attire continues to be acceptable, however, AHML staff now have more flexibility in how they choose to dress.
- Maintain its membership of Diversity Works (the Equal Employment Opportunities Trust) and involve itself with other organisations and projects that can assist to further the objectives of this policy.

## 5. MEASURABLE OBJECTIVES

The AHML & PCT boards will continue to assess the diversity of the board and the officers of PCT. Diversity will be measured by the board annually.

The Board has set the following diversity measures in relation to this policy that will be disclosed in the Annual Report:

- Gender will be measured across;
  - Whole business
  - Position (employee level)
  - Board
- Age will be measured on a whole company basis
- Ethnicity will be measured on a whole company basis
- Statistics on flexible working arrangements and parental leave by gender

Targets to improve gender diversity have been set as below, these will be reported against in the Annual Report.

### Representation of Women at AHML/PCT:

Roles	Current	2020 Target
Precinct Board	14%	30%
Senior Leadership Team	35%	40%
All Employees	38%	40%+

## 6. ACCOUNTABILITIES

### Board of Directors (AHML & Precinct)

It is the accountability of board members to:

- Promote awareness of the importance of diversity
- Review and approve this policy, which will require updating from time to time
- Set annual KPIs and measuring against these in a clear and transparent manner

### Chief Executive Officer ("CEO")

It is the accountability of the CEO to:

- Develop, implement and communicate this policy to all applicable stakeholders
- Review the performance of AHML and PCT against this policy in conjunction with HR and Board members on an annual basis
- Ensure all business practices are undertaken in accordance with this policy
- Ensure reporting against diversity targets is undertaken in a clear and transparent manner

### Immediate manager accountabilities

It is the accountability of the immediate manager to:

- Continue to promote diversity, collaboration and inclusion within the team
- Look for opportunities to leverage diverse perspectives within the team in day to day business activity
- Raise any concerns about discrimination, bullying or harassment with the HR Manager

### Employee accountabilities

It is the accountability of employees to:

- Comply with this policy and behave in accordance with the AHML Culture Charter
- Not to actively or passively participate in or encourage discrimination, bullying or harassment in the workplace
- Raise any concerns about discrimination, bullying or harassment with the relevant manager

**For more information please see the HR Manager**

This policy should be considered in conjunction with the;

- i. AHML Culture Charter
- ii. AHML Code of Conduct
- iii. Equal Opportunities Policy
- iv. Remuneration Policy