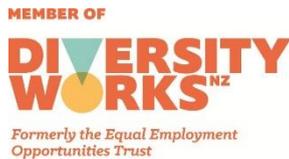


Diversity & Inclusion Policy



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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.

APPLICATION

All AHML staff (including officers, employees, contractors, subcontractors, volunteers, and agents).

This policy and its application is at AHML's absolute discretion (subject to AHML complying with its statutory obligations). It may be varied, rescinded, or replaced from time to time and may not be applied by AHML in all situations.

This policy is not intended to constitute a contractual term or a contractual promise.

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.

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.

GENDER IDENTITY AND SEXUAL DIVERSITY

Purpose

Research shows that members of Rainbow (LGBTI+) communities often find the workplace unwelcoming or a place where they cannot freely be themselves as they go about their work. The purpose of this policy is to ensure that all staff and contractors recognise the need to treat members of these communities with respect and inclusion, and to lay out the principles by which this is achieved.

AHML is committed to providing a safe, welcoming and inclusive workplace for all staff, regardless of their gender identity and expression, sex characteristics, or sexual orientation.

AHML does not tolerate or condone discrimination in any form against anyone on these grounds.

Scope: This policy applies to all staff, contractors, interns and students throughout AHML. This policy applies to all relationships with clients and customers.

Legislation: Human Rights Act 1993

Principles

AHML regards discrimination on the grounds of gender identity, sex, sex characteristics, or sexual orientation towards any staff, contractors, interns, students or clients as unacceptable and reserves the right to take such actions as are necessary to prevent the occurrence or reoccurrence of any such discrimination.

Employees are required to maintain a workplace environment that is free of discrimination and bullying.

This includes acknowledging and including same-sex spouses and partners and families in the way that opposite sex spouses and families are and ensuring that everyone's significant relationships and whānau are recognised.

This includes using the titles, names and pronouns of choice of transgender people.

This includes using the titles, names and pronouns of choice of intersex people.

Common titles today include: Mrs, Miss, Ms, Mx and Mr. We also strongly recommend the option for no title to be used.

If staff decide to transition gender the attached procedure will be followed if they so wish.

Obligations

To ensure this policy is enacted AHML is committed to providing appropriate and regular training of its staff.

Procedure for Staff Transitioning Gender while at Work

No actions should be taken without the explicit agreement of the person transitioning gender.

This procedure is based on the assumption that the staff member will either continue working or return to work after any agreed period needed. This procedure is based on the assumption that the employee transitioning will be consulted and included in all areas of decision making

and that they will set the bounds of what is and is not made public.

There is no one correct way for a person to transition. There are a number of variations of medical, social and surgical interventions that people might choose to employ. Some might take things in slower stages; some might wish to proceed more swiftly. This is entirely at the discretion of the person transitioning.

The employee will provide an estimate of how much leave (if any) will be required. It is then up to HR and the employee to negotiate how much of this can be sick leave, holiday leave, leave without pay etc.

Internal and External Communications

In most cases the organisation will need to communicate internally about this and quite possibly with external stakeholders and customers as well that the employee works with. The employee who is transitioning must be consulted around any communications and give their permission for anything about this process.

Common practice is for the head of the organisation to send out a clear and simple letter explaining that Person A is transitioning gender. This is the name they will be known as from now on, and this is the title (Mr, Mx, Ms, Miss) that will be used when needed. Using the correct name and pronouns is an important issue for those who transition gender.

This letter should also stress that the organisation supports them and still sees them as a valued staff member and will not tolerate any discrimination or harassment.

This same style of letter can be used to communicate with customers and other external stakeholders.

It must be stressed that all these steps are only taken with the permission of the person who is transitioning.

Changing areas and toilets can be a sensitive issue for some people transitioning and this is a topic that should also be considered.

The person who is transitioning must be able to use the bathrooms and changing rooms that they feel safest in.

This will require a conversation in which it should be emphasized that the organisation supports the person to do what they feel most comfortable doing in regard to gendered toilets or changing rooms. If the person prefers a unisex bathroom option it would be good to provide this, if a single stall bathroom can be adapted for this purpose.

It must be noted that some people will prefer not to use unisex bathrooms, and the decisions in this area should be entirely based on the safety and comfort of the person transitioning, whose needs may change over time.

Every step outlined in this process must only be undertaken with the clear permission of the person transitioning gender. This cannot be over-emphasised.

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	2022 Target
Precinct Board	25%	30%
Senior Leadership Team	25%	40%
All Employees	50%	40%+

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;

- AHML Culture Charter
- AHML Code of Conduct
- Equal Opportunities Policy
- Remuneration Policy