



Powerhouse Ventures Limited (PVL) DIVERSITY POLICY

Introduction

Powerhouse Ventures Limited (PVL) strives for diversity and equal employment opportunity. We recognise the value of diversity at work and welcome the potential contribution of people from a diverse range of ethnicities, nationalities, physical ability, sexual and gender orientation and age.

Purpose

The purpose of this policy is to:

- increase and celebrate the diversity of *PVL*'s workforce;
- continuously improve inclusion and endeavour to do all we can to ensure employees experience employment free of discrimination and barriers, while appreciating the unique perspectives, experiences and skillsets a diverse range of individuals bring to the table;
- fulfil and exceed our obligations under the New Zealand Human Rights and employment legislation with regards to equal employment opportunities.

Process

PVL will make employment decisions on the grounds of merit. We are committed to ensuring that staff are treated equitably and as such, we recruit the best person for the job based on job requirements and merit. We endeavour to match individual skills, experience (both paid and unpaid and including community involvement), qualifications and potential to the requirements of the job. Where a job applicant or an employee is qualified for particular work and there are no exempting circumstances, *PVL* will not discriminate on the grounds of:

- **Sex** – this includes real or assumed potential for maternity or paternity leave as preclusion to employment or promotion;
- **Marital status** – whether single, married, separated, divorced, widowed, in a civil union or in a de facto relationship;
- **Religious belief, or ethical belief;**
- **Race or colour; ethnic or national origins** – including nationality and citizenship; and
- **Ability or disability** – including physical disability or impairment or physical or psychiatric illness including presence in the body of organisms capable of causing disease and reliance on a guide dog, wheelchair or other remedial means.

Age

- **Employment status** – including length of time spent employed or unemployed;
- **Family status** – including having or not having responsibility for children or other dependants; being married to or being a relative of a particular person;
- **Sexual or gender orientation** – whether heterosexual, homosexual, lesbian, bisexual, transgender; and
- **Political opinion** - which includes the lack of a particular political opinion or any political opinion.

PVL will not exclude anyone for consideration from a job for which they are skilled or qualified. Furthermore, where candidates are considered for jobs, their contribution to the diversity of the company (as opposed to increased homogeneity) will be considered as a positive feature and one that is in their favour.

PVL will identify and use best practical means to eliminate barriers, foster a workplace that celebrates its diversity and to ensure that all employees are considered for promotion and have the chance to perform to their maximum potential.

PVL obligations under the Human Rights Act will be met in conjunction with their obligations under other legislation, which will not be compromised.

PVL prefers to use contractors and agents who can themselves demonstrate adherence to equivalent policies of diversity and equal employment opportunity over those who cannot, particularly if other relevant factors which could influence the choice are limited.

PVL requires its senior management to conduct an annual review of performance towards implementing these policy provisions.

Promoting and Valuing Diversity

PVL has a diverse workforce and aims to provide a safe and harmonious environment for employees of all ages, gender, religion, nationality and sexual orientation.

Employees are expected to demonstrate:

- behaviour that does not intentionally cause offence to colleagues or clients;
- discretion, in relation to their own and others personal relationships and sexual conduct;
- due regard for people's rights and wellbeing, as physical, sexual or psychological harassment will not be tolerated in any form; and,
- tolerance, forbearance and an open mind, as racial or religious vilification or intimidating or bullying behaviour will not be tolerated.

Employees may not engage in behaviour which excludes others on the basis of age, gender, religion, nationality or sexual orientation.

Board Diversity Policy

This Diversity Policy provides for the Board to develop an appointment process for future Directors that takes diversity of background into account (in addition to previous Board and leadership experience, candidates' skills and experience in a variety of specified fields) to fit and enhance Board skills.

In accordance with the NZ Institute of Directors guidelines of June 2016, *PVL* will create an inclusive culture; recognise and address unconscious bias; regularly review board composition; identify and appoint diverse talent; and set targets and measure progress.

In order to promote the specific objective of gender diversity, this Diversity Policy requires that the selection process for Board appointments must involve the following steps (including where the Company engages an external recruitment agency to identify and assess candidates):

- a short-list identifying potential candidates for the appointment must be compiled and should include at least one female candidate, subject to availability of suitable qualified candidates; and,
- if, at the end of the selection process, a female candidate is not selected, the Board must be satisfied that there are objective reasons to support this determination.

This Diversity Policy also covers senior executive appointments and requires the CEO to have reference to the Policy in selecting and assessing candidates and in presenting recommendations to the Board regarding appointments to the senior executive team.

In order to facilitate greater gender diversity in management and leadership roles, this Diversity Policy requires *PVL* to:

- implement policies which address impediments to gender diversity in the workplace and review their availability and utilisation;
- monitor the effectiveness of and continue to expand on, existing initiatives designed to identify, support and develop talented women with leadership potential; and
- continue to identify new ways to entrench diversity as a cultural priority across the organisation.

Diversity Objectives

This Diversity Policy further provides that each year the Board will set measurable objectives with a view to progressing towards a balanced representation of women at a Board and senior executive level and that performance against these objectives will be reviewed annually by the Human Resources and Remuneration Committee. The set measurable objectives are detailed in the table below:

Measurable Diversity Objectives – Achievement Goal		
Objective 1:	Flexible Work Practices Procedure to be approved by the CEO and Human Resources and Remuneration Committee.	by June 2017
Objective 2:	Establish partnership/sponsorship/membership with an external body promoting a women’s leadership initiative.	by June 2017
Objective 3:	PVL to expand the scope of the Succession Planning programme to identify high potential female managers and develop specific strategies to enhance the skills and experience of these managers to prepare them to take on senior manager/executive management roles. The CEO to report annually to the Corporate Governance and Nomination	Annually from June 2017

	Committee or Human Resources and Remuneration Committee on the success of this initiative.	
Objective 4:	PVL to implement an internal mentoring programme which aims to increase opportunities for PVL female employees in management or professional positions.	by June 2017
Objective 5:	Aim to increase the percentage of women in senior management positions (those positions either in the PVL Executive or reporting directly to the PVL Executive) as vacancies arise, subject to identification of candidates with appropriate skills.	by June 2017
Objective 6:	The Board to develop a succession plan with an aim of increasing the representation of women on the Board.	by June 2017

Complaints Procedure

An Employee who considers the Employer has breached this policy are requested to raise their concern with a *PVL* Director thereby providing the Employer with the opportunity to investigate and/or may make a complaint through the Complaints Division of the Human Rights Commission. Alternatively, they may pursue a claim of unlawful discrimination using the personal grievance procedures of the Employment Relations Act 2000. *PVL* will support their right to do so, and co-operate fully with any investigation or legal procedures following such a complaint.

Roles and Responsibilities

Employer

- Implementation of policies

Link to Other Processes

- Organisational chart
- Recruitment and selection policy
- Succession Planning
- Career Development

Quality and Process Indicators

- Number of complaints received re recruitment policies
- Cost to company of implementing Diversity policy