

Coca-Cola Amatil Gender Diversity Policy

1. Background

Coca-Cola Amatil places high value on all our people and in doing so, we embrace their many inherent differences. We recognise that creating a culture where unique differences are truly celebrated allows us to benefit from the wealth of knowledge, experience, creativity and innovation our people bring and we recognise that these attributes enable us to operate and succeed in diverse markets and communities.

What do we mean by Diversity?

Within CCA when we speak of Diversity we mean the creation of workplaces where all the differences of gender, culture, age, ethnicity, physical ability, spiritual belief, socio-economic status, sexual orientation, political belief and all the other characteristics that exist to make us who we are, are respected and celebrated. These differences give us the potential to build an engaged workforce which operates with a better understanding of, and access to, a diverse customer and consumer base across a range of cultures and communities.

We understand that a truly diverse culture will enhance CCA's ability to be flexible, adaptive, innovative and ready for change. It will make CCA a great place to work where an inclusive culture becomes a motivating force for all employees.

2. Policy Objective

This Policy specifically refers to Gender Diversity. In due course, other Policies will be added to support and enhance CCA's approach to building a diverse workforce.

The aim of the Gender Diversity Policy is to outline the commitment held by CCA to creating fair, equitable, respectful workplaces where women are supported in an inclusive environment, are given recognition based on individual merit and are considered for opportunities to advance and succeed regardless of their gender or term of employment.

3. The Policy

CCA is an equal employment opportunity employer, and as such, committed to providing a safe and harmonious work environment free of discrimination and harassment. It is CCA's aim to progressively move to a more equal gender balances in the workforce in a manner which enables the business to thrive and the culture to flourish.

This Policy specifically means:

- Inappropriate behaviour or attitudes to women will not be tolerated. It is totally at odds with CCA's culture where all people are accepted, included and welcomed. All CCA managers are responsible for addressing any such behaviour which is inconsistent with the CCA Code of Business Conduct.
- CCA will support the development aspirations of women in the workplace. This also means that selection, promotion, retention, development will continue to be considered on the basis of merit and will exclude any gender-based consideration.
- CCA will foster mentoring and development opportunities where women in the business have been identified as having potential for further development.
- Where women take up the opportunities of flexible work or parental leave arrangements, managers will conduct performance reviews and evaluations that neutralise the impact of these arrangements to maintain absolute fairness with regard to advancement or reward potential.

- Statistics relating to the selection, promotion, remuneration and retention of women will be monitored and reported to the CCA Board, CEO and the senior management team. Over time measurable targets will be set to redress any gender imbalance in keeping within the gender balance in the communities in which we operate. These targets will be reviewed annually by HR in the first instance and by senior management as part of the overall Diversity reporting mechanism.
- Where measurable gender-based targets are established for particular roles or areas of the business, managers will make every endeavour to incorporate women both into the recruitment pool and also involved in the selection process. recognising that hiring and promotion continue to be merit-based. These targets will constitute a Key Performance Indicator for those managers where these targets are indicated.
- Flexible working options will be considered where appropriate, in line with the Flexible Work Options and Parental Leave Policies, to enable women in the business to be candidates for suitable roles and to allow them to conduct these roles in the knowledge that opportunities for promotion, advancement and training will be provided equally regardless of gender.
- The content of the Gender Diversity Policy will be made available to all current employees and job applicants and further information regarding this Policy will be available to new employees via induction and on the CCA Intranet.
- Information and education on Gender Diversity will be provided to all employees and managers to assist them to understand the requirements of this Policy and to enable them to uphold the support of women in the workplace.
- Relevant Diversity Policy questions will be incorporated into employee opinion surveys and exit interviews.

4. Responsibilities

All Employees

- All employees will familiarise themselves with this Policy and observe its content
- Employees will behave in an appropriate manner towards women in keeping with the Working Together Policy.

Management / Team Leaders - Management and Team Leader will be accountable for:

- Ensuring that team members are aware of and fully understand this Policy and their individual responsibilities
- Ensuring a personal understanding of this Policy so that queries / concerns / complaints are dealt with effectively and sensitively.
- Making every endeavour to ensure women are incorporated into a recruitment interview pool where applicable, in particular where specific gender targets have been established
- Ensuring that recruitment, selection and promotion are awarded based on individual merit regardless of gender
- Ensuring that performance reviews are without reference to agreed flexible working arrangements.
- Addressing any inappropriate behaviour or attitudes towards women based on their gender.

Human Resources - the Human Resource function within CCA will be accountable for:

- Development and maintenance of this policy
- Education of management and staff on Gender Diversity
- Annual review of statistics relating to selection, promotion, remuneration and retention of women
- Annual review of those areas of the business where measurable targets are set
- Assisting employees and managers in any complaint procedure relating to Gender Diversity & Whistleblowers Policy
- Providing assistance regarding these Policies

5. Procedures

As referred to in the Working Together Policy employees can access the CCA Grievance Procedure Policy in cases where they believe that the Gender Diversity Policy has been contravened and where their concerns have not been addressed by their Manager.

6. More Information or Help

Contact Human Resources team for advice or information about this Policy

Refer to the CCA Grievance Procedure

External assistance can be accessed from:-

- The Human Rights & Equal Opportunity Commission
- The Anti-Discrimination Board
- State-based equal opportunity agencies

7. References

CCA Working Together Policy

CCA Flexible Work Options Policy

CCA Code of Conduct

CCA Grievance Procedure