



SEEK Limited ACN 080 075 314

Diversity and Inclusion Policy

May 2017

Introduction & Philosophy

SEEK Limited ("SEEK") recognises that its business success is a reflection of the quality of its workforce. SEEK is committed to an inclusive culture which values diversity of thought, opinion and background, and where its employees are provided with equal access to opportunities. This diversity enriches the SEEK culture with diversity of thought being key to our competitive advantage.

Diversity and Inclusion at SEEK means we recognise and respect qualities which are unique to individuals such as gender, language, ethnicity, age, religion, disability and sexual orientation. SEEK believes in treating all people with dignity and respect and is committed to employing people with "best in market" skills and that are the right cultural fit.

Our workplaces are respectful, inclusive and value the diversity of our employees and the communities we operate within. We want to be recognised as having an approach to diversity and inclusion that is genuine and embedded within our culture; which includes the way in which management and employees interact with each other, clients, candidates and suppliers.

Our processes which demonstrate SEEK's commitment to our Diversity and Inclusion Policy are reviewed periodically; in line with the changing needs of our employees, our business priorities, and the social and cultural contexts in which we operate.

The CEO and Board discuss and establish specific objectives for improving diversity and inclusion across the organisation and annually assess progress against these objectives. SEEK maintains a safe work environment that does not condone inappropriate workplace and business behaviour (including discrimination, harassment, bullying, victimisation and vilification).

Initiatives SEEK undertakes as part of its commitment to a diverse and inclusive workplace include:

- Ensuring employees involved in recruitment have undertaken training in non-discriminatory recruitment practices to ensure that we recruit from a diverse pool of candidates.
- Ensuring all positions advertised can be undertaken flexibly and all candidates are evaluated based on merit in the final selection process.
- Providing induction to new employees to introduce them to the company culture and the expected standards of behaviours whilst working at SEEK.
- Encouraging all employees to participate in training programs to improve their skills, to enhance their professional capabilities and assist them in progressing within SEEK.

-
- Monitoring and measuring diversity, with the aim of improving the inclusiveness and diversity across the employee population.

Roles and Responsibilities for Effective Management of Diversity and Inclusion

Role of Employees:

- Comply with all SEEK's policies and procedures, including This is SEEK, the Company's cultural and performance framework.
- Demonstrate appropriate and acceptable standards of conduct at all times. This also extends to any SEEK sponsored events outside the normal working environment.
- Respect cultural, physical and social differences amongst colleagues and customers.
- Treat people fairly and respectfully.

Role of Managers:

- Ensure awareness and understanding of diversity and inclusion by all team members.
- Be a good role model by complying with SEEK policies and procedures.
- Provide employees with equal opportunity to apply for available jobs, flexible working arrangements and equal access to relevant training and development opportunities.
- Ensure selection processes are transparent and the methods used are consistent.
- Provide all employees with equal access to fair, prompt and confidential processes to deal with complaints and grievances.

Role of Executives and Directors:

- Actively promote SEEK's commitment to diversity and inclusion in the workplace to Managers/Departments.
- Actively engage in the employment of people from diverse backgrounds.
- Demonstrate an active commitment to diversity in the workplace.

Role of Human Resources:

- Maintain up-to-date policies.
- Provide information, advice, assistance and support to Managers on diversity and inclusion issues.
- Respond to complaints and conduct investigations where necessary.

Further Information about Diversity and Inclusion

Please contact:

- your Manager; or
- the Human Resources Department.