



GROUP EQUALITY, DIVERSITY AND INCLUSION POLICY

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Document Control

Document Information

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Document Author	Emma Vulupindi
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Document Approvals

Name	Signature / Approval	Date
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1.0 Policy Statement

BSP has a diverse workforce both in PNG and it's off shore operations.

- 1.1 BSP aims to promote equal participation by all its staff across all BSP operations in accordance with law, good business practice and the BSP core values of **Integrity, Leadership, People, Community, Professionalism, Quality** and **Team work**. We do this in order to leverage the unique skills, talents and knowledge of each staff member so we are able to add value to the service we provide to our customers and stakeholders.
- 1.2 As an equal opportunity employer, BSP is committed to promoting equal opportunity to all its employees and we do so through our
 - a. Performance Enhancement Process
 - b. Recruitment Process
 - c. Salary Administration Policy
- 1.3 This policy is designed to clearly state BSP's position of being an equal opportunity organization where staff are selected, promoted and remunerated according to merit and all individuals are treated fairly and equally in our daily business activity.

2.0 Policy Framework

- 2.1 Coverage
This is a BSP Group Policy, which applies to all employees, candidates, contractors and agents of BSP.
- 2.2 Potential discriminatory areas can include;
 - a. Race, color, national or ethnic origin, nationality, religion, sex or gender, marital status, pregnancy, mental or physical impairment and disability, sexual orientation.
- 2.3 Governing Legislation
BSP recognizes that legislation in some of our countries of operation may still be developing to encompass the issues of Equal Opportunity, Diversity and Inclusion however; it is BSP's position that BSP aims to be aligned to best practice in regard to this issue and draws guidance from accepted national and international best practice guidelines.

3.0 Application of Policy

- 3.1 This policy aims to ensure BSP is at all times aware of and discouraging discriminatory behaviors in the workplace.

- 3.2 We respect and value the contribution of each member of our Team and regard discrimination as unfair, unethical and against the law. BSP will exercise zero tolerance for acts to or against employees or potential employees, whether they are passive or active, that are deemed unfair and discriminatory in nature.
- 3.3 The recruitment and eligibility processes of our Graduate Development Program (GDP) and Leadership Development Program (LMDP) are consistent with our ongoing strategy to develop an inclusive leadership team
- 3.4 Learning and Development opportunities are available to all employees through our learning and development programs which in turn are made readily viewable and accessible to all staff through our online portal and the HR21 system.
- 3.5 BSP's performance enhancement program (PEP) ensures individual staff are assessed purely on their performance and delivery of mutually agreed targets.
- 3.6 Annual reviews and Bonus payments are based on delivery of agreed PEP targets and overall profit of the organization and certain market and economic factors, thus ensuring all employees have an equal opportunity to receive any Salary increments and Bonuses and the value of these is subject to their individual performance.
- 3.7 Bullying and harassment of any nature, victimization, defamation, abuse, slander, libel and any other form of vilification or behavior that can be perceived to be performed with the purpose to offend, intimidate, insult or harm another employee will not be tolerated. Please also refer to the Group Workplace Sexual Harassment Policy and the Grievance Policy.
- 3.8 Employees must promptly report any observations and or perceived instance of discrimination or a breach of this policy. The avenue to lodge such issues can be viewed by referring to the Group Workplace Sexual Harassment Policy and or the Employee Grievance Policy.
- 3.9 All grievances and issues raised will be treated in a confidential manner, assessed fairly and within a reasonable period dependent on the nature of the grievance or issue raised.
- 3.10 Staff should not fear retaliation and or negative treatment for reporting any act of discrimination or harassment via the bank's channels. Staff found to be in breach of this policy will be dealt with under the Bank's Employee Behavior Management Policy.

- 3.11 BSP will at all times endeavor to;
- a. promote equal opportunity;
 - b. prevent unlawful, direct and indirect discrimination, including sexual harassment;
 - c. adopt policies, procedures and programs consistent with equal opportunity and anti-discrimination principles.
- 3.12 In developing policies, procedures and programs to support equal opportunity, BSP will consult, as appropriate with staff and external bodies recognized for promoting diversity and inclusion.
- 3.13 Every officer of BSP is expected to be aware of this policy and their own obligation toward ensuring their actions are compliant with this policy and related legislative expectations. All Management and supervisory level staff are expected to be especially diligent in ensuring their respective workplaces practices and environments promote an inclusive culture.

4.0 Further Information

For further information on this policy you can refer to the following policy documents or get in contact with the BSP Employee relations team on email address: _hremployeerelations@bsp.com.pg

- 4.1 Employee Grievance Policy
- 4.2 Sexual Harassment Policy

All staff are encouraged to take note of this policy and exercise awareness of their own behaviors and those of colleague has to ensure that the BSP workplace is not just inclusive but actively discourages discriminatory behaviors.

5.0 Review of this policy

This policy will be periodically reviewed for the purpose of checking that it is operating effectively and whether any changes are required to the policy.

Appendix A

Glossary of Terms

Word	Definition
Defamation (Defamed)	<i>Any intentional false communication, either written or spoken, that harms a person's reputation; decreases the respect, regard, or confidence in which a person is held; or induces disparaging, hostile, or disagreeable opinions or feelings against a person.</i>
Diversity	<i>the political and social policy of encouraging tolerance for people of different backgrounds</i>
Mental Impairment	<i>Intellectual disability, also known as general learning disability, and mental retardation, is a generalized neurodevelopmental disorder characterized by significantly impaired intellectual and adaptive functioning</i>
Libel	<i>Libel is defined as defamation by written or printed words, pictures, or in any form other than by spoken words or gestures.</i>
Slander	<i>n. oral defamation, in which someone tells one or more persons an untruth about another which untruth will harm the reputation of the person defamed.</i>
Vilification	<i>To attack the reputation of (a person or thing) with strong or abusive criticism.</i>