

# Indigenous Employment Policy

Adopted by resolution of the Board on 26 April 2016

## 1. Introduction

Millennium Services Group Limited (MIL) is committed to the recognition and promotion of Australian Aboriginal and Torres Strait Islander people (Indigenous Australians) in the workplace.

## 2. Objective

This policy seeks to encourage employment opportunities and career development for Indigenous Australians at MIL. This policy should be read in conjunction with MIL's Diversity Policy.

In order to advance the participation of Indigenous Australians in the workplace, the MIL board of directors has resolved to adopt the Indigenous Employment Policy set out below.

## 3. Inconsistency

If there is any inconsistency between this Policy and any other policy, procedure, law or regulation, then the conflict should be referred to the CEO or Company Secretary.

## 4. Scope

4.1 This policy applies to all individuals at all levels who are employed by, act for, or represent MIL. This includes, but is not limited to, the following:

- (a) directors;
- (b) officers;
- (c) managers;
- (d) employees;
- (e) contractors;
- (f) consultants; and
- (g) any other person representing MIL.

## 5. Employment philosophy

- 5.1 MIL seeks to hire diligent, motivated employees who are keen to reach their full potential within the workplace and assist MIL reach its corporate objectives.
- 5.2 MIL believes that everyone deserves to be given opportunities to assist in their career development, irrespective of individual background or difference. To this end, MIL treats employees equally in all respects, including the promotion and reward of team members based on assessments of individual performance, capability and potential.
- 5.3 In determining the composition of both the board of directors and its senior management team, MIL is committed to ensuring that a diverse range of qualified candidates will be reviewed, and candidates shall be considered in light of any identified gaps in the company's desired experience and skill sets, which shall include general consideration of indigenous diversity within the company, among other matters.

## 6. Policy statement

The following will guide actions undertaken by MIL in relation to the employment, promotion, attraction and retention of Indigenous Australians in the workplace:

- 6.1 Acknowledge, review and assess any barriers to employment or promotion within MIL that may directly or indirectly result in discrimination against Indigenous Australians;
- 6.2 Ensure that every MIL work environment is culturally safe, and that each of them foster respect for, collaboration with, and the empowerment of, Indigenous Australians;
- 6.3 Improve recruitment practices to demonstrate MIL's commitment to increasing Indigenous Australians in its staff across all positions and levels;

- 6.4 Acknowledge the need to introduce Indigenous perspectives into MIL business practices to guide strategies that support the career paths and personal development of Indigenous Australians working at MIL.
- 6.5 Acknowledge the importance of cultural traditions within the Indigenous Australian community; and
- 6.6 Provide flexibility for Indigenous Australian employees within MIL in order to observe those traditions.

## **7. Monitoring and Reporting**

- 7.1 It is the responsibility of MIL's Remuneration Committee to:
  - 7.1.1 Conduct regular reviews of the proportion of Indigenous Australian employees across the entirety of the company.
  - 7.1.2 Report back to the board of directors:
    - a) on the findings and recommendations from these reviews against the Indigenous Australian employment objectives; and
    - b) on at least an annual basis, on MIL's progress in achieving the promotion of Indigenous Australian employment within MIL.
- 7.2 If any MIL individual to whom this policy applies is found to have knowingly, intentionally or recklessly breached this policy, it may result in disciplinary action against that individual up to and including termination of employment.

## **8. Review**

This policy is to be reviewed within 2 years from its adoption, or when the practices of MIL change, or when applicable legislation and regulations change, whichever occurs first.