

Capitol Health Limited

ACN 117 391 812

Diversity and Inclusion Policy

1 Diversity and Inclusion at Capitol Health

1.1 Policy Statement

As a provider of high quality diagnostic imaging services, Capitol Health Limited (“**Capitol**”) has a vision to be the diagnostic imaging specialists of choice, serving our communities with compassion, integrity and precision. Through the Diversity and Inclusion Policy, Capitol aims to value and support the diversity of its people, patients, customers, suppliers and communities by creating a positive experience for all.

Capitol Health is committed to facilitating an inclusive workplace where diversity is embraced. Capitol recognises that differences make for a stronger and more successful team and outcomes. These differences can include gender, marital or family status, sexual orientation, gender identity, age, disabilities, ethnicity, nationality, religious beliefs, disabilities, cultural background, perspectives, experiences, and other areas of difference.

Capitol aims to provide a workplace in which everyone is treated fairly and with respect and that reflects the diverse communities it serves. This policy outlines the principles which underpin Capitol's commitment to diversity and inclusion and articulates how it is supported throughout the organisation.

1.2 Diversity and Inclusion Overview

At Capitol Health, we are proud to foster a culture where diversity and inclusion is core to our values and workplace.

Diversity encompasses our acceptance of all, irrespective of differences in backgrounds, experiences, approaches, and viewpoints.

Inclusion ensures that individuals can be part of an environment where difference is valued, respected, and leveraged to drive better outcomes for our people and the people we serve in the community.

Fundamental to Capitol’s commitment to diversity and inclusion are achieving the goals of:

- (a) Providing all employees an equal opportunity to participate in the workforce, at all levels of work (including our workforce, management, senior executive and Board of directors) based on merit; and
- (b) Fostering, through leadership, a culture where differences are valued and utilised to achieve business goals and objectives.

1.3 Board and senior management diversity

At Capitol Health, diversity of gender, skills, knowledge and experience are important criteria and considered when appointing new members to the Board and/or senior management.

Capitol Health recognises that an integral part of implementing its Diversity and Inclusion Policy is to ensure it applies at all levels within the group.

2 Scope

This Policy applies to all “**Staff**”, defined as:

1. all employees of the Capitol and its related entities (“**Capitol Health Group**”);
2. all contractors providing services to the Capitol Health Group; and
3. the Boards of Capitol and each entity in the Capitol Health Group.

3 Principles

The following principles underpin Capitol Health's approach to diversity and inclusion:

1. We foster a workplace culture supportive of diversity at all levels within the group to enhance the recruitment, development and retention of a talented and motivated workforce, from the widest possible pool of talent;

2. We drive diversity and inclusion by removing barriers and providing employees with the tools to help promote and protect our approach;
3. We will hold ourselves accountable by setting and measuring diversity and inclusion objectives;
4. We recognise the need to support flexibility and to the extent possible, seek to accommodate the needs of our employees;
5. We will promote performance and development, providing equitable opportunities for employees to develop, grow and succeed;
6. We will regularly review and monitor any diversity-based trends with respect to employee departures from the Company; and
7. We will continue to ensure that our policies and employment practices support diversity and inclusion objectives, including the principles set out in this section 3 and the supporting policies set out in section 4 below.

4 Supporting Policies

Capitol Health's approach to diversity and inclusion is supported by a range of policies including:

- **Equal Opportunity Policy** – Capitol Health is committed to maintaining a supportive and productive work environment that is free from unlawful discrimination. This policy informs and educates employees about how to identify discriminatory behaviour, how to seek assistance and how it is addressed in the workplace.
- **Recruitment and Selection Policy** – Capitol Health is committed to employing the most suitable candidates for roles by engaging in recruitment and selection practices that are compliant with all applicable laws, including practices are free from favouritism or bias. The company's policy is to provide equal opportunity for employment to all applicants and employees and is underpinned by the objective to achieve a diverse workplace.
- **Professional Development Policy** – Capitol Health promotes a culture of continuous learning for all employees and encourages them to participate in activities which will enhance their professional development.
- **Performance and Coaching Framework** – as part of each employee's professional development, Capitol Health facilitates regular performance and coaching conversations. This program supports goal setting and achievement to enhance engagement and drive business outcomes.
- **Remuneration Policy** – remuneration is determined having regard to position range, performance, qualifications, experience and market considerations. A review of remuneration is conducted annually to ensure pay equity.
- **Leave Policy** – a range of leave options are available to Capitol Health employees to ensure they have appropriate options for time off work. This includes annual leave, carers' leave, personal leave, community service leave, and long service leave.
- **Parental Leave Policy** – Capitol Health provides support to employees, both primary and non-primary carers, whilst they are on parental leave. Employees have access to financial and non-financial support during this important time in their lives.
- **Workplace Behaviour Policy** – Capitol Health expects employees and contractors to conduct themselves at all times in accordance with its values and appropriate standards of behaviour. This policy sets out the expectations of professional conduct and promotes a workplace free from discrimination, harassment and bullying.

- **Family and Domestic Violence** - Capitol Health recognises the important role it can play in supporting employees affected by family and domestic violence. Support is provided to employees who experience family and domestic violence.

5 Review and Amendment

The Supporting Policies in section 4 above and this Diversity and Inclusion Policy, are reviewed regularly and amended where appropriate to ensure they:

- continue to meet Capitol Health's workforce and business objectives
- continue to support and promote a diverse and inclusive workplace culture and environment.

6 Implementation and Measurable Objectives

The Board of Capitol Health, or a relevant committee of the Board, will establish measurable objectives for achieving gender diversity and may choose to establish such objectives in relation to other aspects of diversity and inclusion.

7 Benefits of Diversity and Inclusion

The Company recognises that organisations performance is linked to workplace diversity and inclusion. Through fostering an inclusive environment that recognises a variety of quality employees, the Company aims to improve employee retention, to embrace different perspectives and to enhance the Company's reputation.

Embracing diversity in the workforce enables the Company to:

- (a) improve financial performance;
- (b) attract and recruit the right people from a diverse pool of talented candidates for all positions, including the Board and senior management appointments;
- (c) create a culture that embraces diversity and that rewards people who act in accordance with this Policy;
- (d) develop and retain an appropriate skills base in the Company;
- (e) make more informed and innovative decisions, drawing on the wide range of ideas, experiences, approaches and perspectives that employees from diverse backgrounds, and with different skill sets, bring to their roles in the Company; and
- (f) better reflect the diversity of all stakeholders.

8 Review and Publication of this Policy

Capitol Health will publish this Policy on its website.

Following the setting of the measurable objectives referred to in section 6:

- (g) Senior Management will be required to measure and report on the achievement of such objectives;
- (h) Capitol Health will consider and, if appropriate, implement policies and programs or amendments to existing policies designed to address impediments to gender diversity in the workplace; and
- (i) Capitol Health will provide information at the end of each reporting period its progress towards achieving its objectives, and either:
 - i. The respective proportions of women and men on the board, in senior executive positions and across the whole organisation (including how the entity has defined "senior executive" for these purposes); or
 - ii. If Capitol is a "relevant employer" under the Workplace Gender Equality Act, the entity's most recent "Gender Equality Indicators", as defined in and published under that Act.

9 Interaction with legislation

This Policy applies to the extent that it does not conflict with any Australian laws, including equal employment and anti-discrimination legislation.