



Diversity & Inclusion Committee Charter

We recognise that Diversity and Inclusion practices are essential in promoting fairness and equality in our company.

The Diversity and Inclusion Committee (DISC) has established this Charter to outline our commitment to improving diversity and inclusion at MAX Solutions.

We believe that diversity and inclusion are key to the success of our business and the success of the individuals that make up our MAX Team. Recognition and celebration of diversity in our teams create a stronger organisational culture. Diverse teams are more innovative, consider a broader range of options, make more informed decisions and drive better outcomes for the business.

For our business to grow, we need to attract, retain and engage the best people from a broad range of backgrounds and build an inclusive culture where people are comfortable to be themselves.

The DISC has a broad remit and key areas of focus for FY20 are the advancement of Indigenous people,

people with disability, and gender equality across the business.

Chaired by a member of the Executive Leadership Team and comprising operational and functional team members, the DISC will work collaboratively with the Executive Leadership Team and the HR Team to improve diversity and inclusion.

The DISC is a representative voice that acts as an agent to deliver those improvements. DISC members commit to being ambassadors and are accountable to champion and drive continual improvement to diversity and inclusion outcomes across our business by looking at Diversity and Inclusion from 5 pillars, or perspectives.

Our 5 pillars & perspectives



Accessibility

- › Ensuring information is easily accessible and available for everyone including supporting documents to provide easy understanding of Diversity & Inclusion aspects
- › Provide the availability of a day's paid leave for individuals to take a day for cultural/religious/racial events or activities
- › Participate in events that reflect the diversity of our community
- › Consideration of the accessibility of our physical workplaces to ensure dignified access.



Education and Awareness

- › Promote, educate and inform our colleagues of the importance of diversity and Inclusion so they feel empowered to embrace equality
- › Provide training material for team members to increase their knowledge on why Diversity & Inclusion matters
- › Develop and Implement ongoing learning initiatives to educate our people of the benefits of working in a diverse and inclusive environment
- › Conduct employee engagement surveys to listen to team members.



Opportunity and Support

- › Understand that change in someone's personal life can alter their needs at work and may require support or adjustment
- › Finding ways to ensure people can perform their role successfully and advance in their careers
- › Actively engage in diversity initiatives including volunteer activities
- › Drive positive change in the organisation by treating people fairly
- › Identifying ways in which we can bring learnings from our organisational cultural development to the external delivery of our services to customers, employers and community.



Celebration and Recognition

- › Understand and value the need for individuals to not feel marginalised and encouraged to embrace their identity
- › Acknowledge and be aware of cultural days and celebrate those in the organisation
- › Create an annual award for D&I champion
- › Promote good news stories across the organization that highlights the efforts of our team members
- › Communicate the value of every employee and their efforts.



Community

- › Build a community within MAX where people feel connected to each other
- › Understand each other's differences and showing genuine empathy for our colleagues
- › Share our individual experiences and history to create understanding
- › Recognise and accept that we can have different views and our diversity of thoughts and opinions is what makes our MAX community truly diverse.