



TOPTUNG LIMITED

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6. DIVERSITY POLICY

- 1.1. TopTung Ltd (“The Company”) is actively managing diversity as a means of enhancing the Company’s performance by recognizing, promoting and utilizing the diverse skills sets and talents of its employees.
 - 1.2. It is the Board’s responsibility and objective to foster an environment within the Company where individuals are respected, employment opportunities are based on merit, skill and ability, and where inappropriate attitudes, behaviors and practices at all levels within the Company and its subsidiaries are confronted and eliminated.
 - 1.3. The Board recognizes that diversity not only includes gender diversity but also includes matters of age, disability, ethnicity, marital and family status, religious and cultural background, sexual orientation and gender identity.
 - 1.4. The Company encourages diversity in employment and in the composition of the Board, as a mechanism to ensure that the Company is able to draw on a variety of skill, talent and previous experiences in order to maximize the Company’s performance. Practical examples of implementation of this Board objective are:
 - 1.4.1. **Employing:** The Board monitors and ensures that there are appropriate selection criteria used when employing new members of the Board and staff, which are based on diverse skills and experience. Direct and inferred discrimination will not be utilized or tolerated in any advertising or recruitment documents or practices.
 - 1.4.2. **Training:** Opportunities to train and advance careers for employees will be based on merit and experience together with the needs of the Company. Executive mentoring programs and other training opportunities for employees wishing to prepare for senior management opportunities will be made available to relevant employees based on merit and skill set. Direct and inferred discrimination will not be utilized or tolerated in any training opportunity selection or practices.
 - 1.4.3. **Women:** The Board will encourage the participation of suitably qualified women on the Board and within senior management.
 - 1.4.4. To recognize that employees at all levels may have domestic
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responsibilities and flexible work practices will be adopted where possible in order to assist.

- 1.4.5. Freedom from harassment at work arising out of gender, race or other motivation: The Board will ensure that all employees in all roles have access to a work environment free from harassment by other employees in all roles. Channels of complaint will be made available to allow for confidential sympathetic treatment by the Company of any allegations of harassment, and to allow for both complainant and the alleged transgressor to be heard promptly, fairly and overseen by a Board member who is impartial to both individuals and roles. Where the Chairman of the Board is the alleged transgressor, the Managing Director or an Independent Director will directly handle the complaint, and vice versa.
- 1.5. In order to have a properly functioning diverse workplace, discrimination, harassment, vilification and victimization cannot and will not be tolerated.
- 1.6. Reporting breaches of Diversity Policy: All employees are responsible to comply with the diversity policy and report breaches. The Board is responsible to monitor compliance by the Company with the diversity policy and report to ASX on progress in achieving the diversity targets set by the Board.
- 1.7. As the Company grows the Board of Directors is committed to setting measurable objectives for achieving gender diversity and to assess annually both the objectives and the progress in achieving. Review of when these measurable objectives will be set based on size and scale of the Company's operations will occur on an annual basis.

Approved by the Board

29 June 2015
