

# Diversity at Steel & Tube

STRONGER IN EVERYWAY

<b>Statement of commitment</b>	<p>At Steel &amp; Tube we're committed to attracting and retaining a diverse workforce who individually and within their teams bring together a broad range of ideas and innovation to our organisation in ways that help us achieve our objectives</p> <p>Equality and diversity are cornerstones of our organisational culture which ensures that everyone is treated fairly and with respect, and where the diverse skills, values, backgrounds, ethnicity and experiences are truly valued within the Company</p> <p>Our commitment to diversity ensures that we strive to attract and retain a diverse range of people and that everyone is considered for the employment of their choice. It means that we seek to ensure every employee is provided the opportunity to perform to their full potential, and that no individual is excluded from a position, for which they are skilled and qualified.</p>
<b>Application and compliance</b>	<p>This policy applies to the Board of Directors, management and all employees of Steel &amp; Tube.</p>
<b>What is Diversity</b>	<p>Diversity is the variety of characteristics that make people unique. It includes (in no particular order) gender, age, culture, disability (mental, learning, physical), economic background, education, ethnicity or national origin, geographic background, language(s) spoken, marital/partnered and family status, physical appearance, race, religious beliefs, political opinion and sexual orientation.</p>
<b>S&amp;T's approach to diversity</b>	<p>We believe that diversity at Steel &amp; Tube is integral to creating a collaborative workplace culture, competitive advantage and, ultimately, sustainable business success.</p> <p>Diversity provides us with a broad range of perspectives and experience that enhance the quality and depth of our decision-making, and helps create a united team approach across all levels of our organisation.</p> <p>We believe that creating a diverse, open and inclusive work environment, free of bias, discrimination and harassment, has a positive impact on the wellbeing of our people, enhances our productivity and builds job satisfaction.</p> <p>Being committed to diversity means that we strive to ensure that no individual is excluded from a role that meets their skills and qualifications by inappropriate systems, practices or attitudes.</p> <p>It also means eliminating any barriers to ensure everyone is considered for the role of their choice, and has the opportunity to perform to their fullest potential</p>
<b>Overriding caveat</b>	<p>Nothing in this Policy shall be taken, interpreted or construed to endorse:-</p> <ol style="list-style-type: none"> <li>a) The principal criteria for selection and promotion of people to work within Steel &amp; Tube being anything other than their overall relative prospect of adding value to the Company and enhancing the likelihood of achievement of the Company's objectives;</li> </ol>

- b) Any discrimination whatsoever by anyone or within the Company that is contrary to this policy, the law, or the Company's conduct and behaviour standards for the Company and its' Employees;
- c) Any existing persons within the Company in any way feeling threatened or prejudiced by this Policy in their career development or otherwise, merely because their Diversity attributes at any time may be more, rather than less, common with others.

**Key areas where Steel & Tube will actively work to encourage employee diversity**

<b>Key Area</b>	<b>Diversity Approach</b>
<b>Recruitment and retention</b>	<p>We are committed to attracting and hiring high-performing individuals from a diverse pool of qualified applicants.</p> <p>As well as advertising externally, we advertise internally to encourage personal development, broaden experience and capability, and promote advancement from within.</p> <p>We will appoint and promote based on merit.</p>
<b>Reward and recognition</b>	<p>Our people are recognised, rewarded and remunerated in a fair and consistent manner based on the roles and responsibilities they hold, their continuing performance and their contribution to achieving our company objectives.</p>
<b>Flexibility</b>	<p>We recognise that our people have a wide range of needs and responsibilities and, where possible, we provide tailored working arrangements to support them.</p>
<b>Employee Engagement</b>	<p>We will undertake a workplace culture survey about every two years to ensure we get feedback from our people, and work with them to improve the workplace so that, collectively, we can ensure Steel &amp; Tube remains a great place to work.</p>
<b>Conduct and behaviour</b>	<p>We have agreed standards around conduct and behaviour, as well as obligations of employees and employer. These are described in our Company Policy Manual and are expected to be followed by everyone who works at Steel &amp; Tube</p>

**Diversity Measurable Objectives**

The Board will annually determine the measurable diversity objectives.

Roles & Responsibilities	Role	Responsibility
	<b>Board of Directors</b>	<p>Annually review diversity measures and progress against the measurable objectives.</p> <p>Approve the diversity measurable objectives.</p>
	<b>CEO</b>	<p>Sponsors diversity initiatives.</p> <p>Ensures compliance with policy.</p>
	<b>GM Human Resources</b>	<p>Maintains diversity measures.</p> <p>Recommends diversity initiatives.</p> <p>Prepares annual diversity report for Board review.</p>
	<b>Managers</b>	<p>Act in a balanced, non-discriminatory manner when making all employment-related decisions.</p> <p>Be aware of, and manage for unconscious biases and work practices which may lead to exclusion of various groups or unintended discriminatory consequences.</p> <p>Ensure our workplaces are free of inappropriate conduct that detracts from principles of diversity and equality, including discrimination and harassment (including bullying, victimisation and vilification).</p> <p>Ensures compliance with policy.</p>
	<b>All employees</b>	<p>Conduct themselves and behave in a manner that meets the standards and obligations expected of them.</p> <p>Avoid any form of discrimination and/or harassment towards other employees, clients and business partners, at work and work-related functions.</p> <p>Proactively support Steel &amp; Tube's commitment to diversity in the workforce.</p>

**Ownership & review**

Approver: Steel & Tube Board  
 Reviewer: Steel & Tube Board  
 Owner: GM Human Resources  
 Review: Two Yearly or as required  
 Date: 21 September 2017