



Diversity & Inclusion Policy



1 Purpose

We're all different, and at Coles, we know that's a good thing. Just as we have for over a century, we're making Coles somewhere everyone feels like they belong so that we can all live healthier and happier lives.

Coles Group Limited and its subsidiaries (**Coles**) is committed to developing and maintaining an inclusive workplace that embraces and celebrates diversity.

Coles' vision for diversity and inclusion is to foster a safe, inclusive and diverse workplace that is reflective of the community and customers we serve. We know we are a team that is better together.

Coles recognises that diversity and inclusion improves our ability to attract, retain, motivate and develop the best talent, create an engaged workforce, deliver the highest quality services to our customers and continue to grow the business.

This Diversity & Inclusion Policy (**Policy**) is intended to set out the guiding principles and practices which underpin Coles' approach to developing and maintaining a diverse workplace.

2 Policy Application

This Policy applies to all Coles team members, contractors and consultants (referred to in this Policy as **team members**) across all Coles businesses, including Coles overseas operations and entities.

3 Policy

3.1 Principles

Coles has stated objectives relating to the following diversity focus areas:

- **Belonging:** fostering an open and welcoming culture where everyone feels valued
- **Gender Equity:** achieving a gender balanced workforce to benefit everyone
- **Indigenous Australians:** providing more opportunities for Aboriginal and/or Torres Strait Islander peoples, organisations, communities and customers to engage with our business
- **Accessibility:** recognising and enabling people with all kinds of abilities
- **Pride:** championing LGBTQI+ inclusion in the workplace and beyond

3.2 Promoting diversity and inclusion

In order to facilitate greater diversity and inclusion in management and leadership roles, Coles will:

- apply diversity and inclusion principles to guide our commitment, including demonstrating leadership and vision, considering diversity and inclusion in processes impacting our team members, suppliers, customers and community engagement;
- ensure outcomes from our key talent management process, including recruitment, promotion, career development, succession planning, reward

and recognition are based on fairness and merit;

- monitor and supplement the measurable objectives outlined in this Policy;
- ensure diversity and inclusion principles are included in key projects, programs and initiatives, and offering equal access to opportunities;
- implement programs and policies which address impediments to diversity in the workplace (such as providing access to paid parental leave, flexible working arrangements, learning and development opportunities), and review these to ensure that they are accessible, available and utilised by all team members;
- fund these programs appropriately and monitor the effectiveness of, and continue to expand on, existing initiatives designed to identify, support and develop talented team members from a diverse range of backgrounds;
- empower team members to grow and develop in an inclusive, safe and flexible way;
- make reasonable efforts to understand reasons for resignations and apply diversity and inclusion principles as part of significant organisational changes;
- support fair remuneration and the objectives of pay equity;
- continue to ensure Coles is an equal opportunity employer; and
- observe relevant laws in this area, that apply in all jurisdictions in which Coles operates, including across Australia and overseas.

3.3 Measurable objectives

Each year the Board will set measurable objectives with a view to progressing towards a balanced representation of gender at a Board and senior management level and in other identified leadership roles.

3.4 Accountabilities

All diversity and inclusion programs and initiatives at Coles will be monitored by a Better Together Council who will report on progress and make recommendations to the Board.

Performance against these programs and initiatives will be reviewed annually by the Board, as part of its annual review of the effectiveness of this Policy.

The Board will include in the Annual Report each year:

- a) a summary of Coles' progress towards achieving the measurable objectives set under this Policy for the year to which the Annual Report relates; and
- b) details of the measurable objectives set under this Policy for the subsequent financial year.

Line managers are accountable for:

- creating and maintaining an inclusive workplace by role modelling inclusive behaviors and communicating their commitment to the principles set out in this Policy;
- minimising bias in relation to decision making and ensuring consistency of approach; and

- ensuring their teams adhere to the principles set out in this Policy and relevant Coles policies, including the Code of Conduct.

Team members are accountable for:

- contributing to, and maintaining, an inclusive workplace; and
- respecting the diversity of others and demonstrating inclusion through the Coles' values and adherence to our Code of Conduct.

3.5 Gender representation review

On an annual basis, the Board will review the workforce representation by gender who are employed by Coles as a whole, in senior management positions and who are on the Board.

3.6 Disclosure of Policy

A summary of this Policy and Coles' achievement of the Policy's objectives will be disclosed in Coles' Corporate Governance Statement.

Coles will disclose in its Annual Report the gender composition of our workforce as a whole, in senior management and on the Board or, if applicable, Coles' most recent gender equality indicators as defined by the *Workplace Gender Equality Act 2012* (Cth) and other diversity related frameworks and standards.

3.7 Review of Policy

The Board is responsible for the review and oversight of this Policy. Management will periodically:

- a) review:
 - (i) the effectiveness of this Policy, its objectives and the strategies to achieve the objectives; and
 - (ii) the division of responsibilities and accountability for developing and implementing diversity and inclusion initiatives across the organisation; and
- b) report to the Board on the outcomes of its review, including any recommendations for change to those strategies or the way in which they are implemented.

Adopted by the Board on 16 September 2021.