



# DIVERSITY POLICY

## Corporate Governance Policy



The Citadel Group Limited  
ACN 127 151 026

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## Content

|                              |   |
|------------------------------|---|
| DIVERSITY POLICY             | 1 |
| 1 INTRODUCTION               | 1 |
| 2 BENEFITS OF DIVERSITY      | 1 |
| 3 DIVERSITY OBJECTIVES       | 1 |
| 4 PROGRESS REPORTING         | 2 |
| 4.1 Annual Reporting         | 2 |
| 4.2 Reporting Periods        | 2 |
| 5 ROLES AND RESPONSIBILITIES | 2 |
| 6 OPERATION OF THIS POLICY   | 2 |
| 7 GLOSSARY                   | 3 |





# DIVERSITY POLICY

## 1 INTRODUCTION

The purpose of this diversity policy is to set out the commitment of The Citadel Group Limited (**Company**) and its Subsidiaries (collectively referred to as the **Citadel Group**) to maintain a diverse workforce and create a workplace that is fair and inclusive. The Citadel Group recognises that diversity in its business helps create sustainable shareholder value, provides a more dynamic and enjoyable work environment, and will often create new opportunities for the Citadel Group.

This policy will be available on the Citadel Group's website.

## 2 BENEFITS OF DIVERSITY

The Citadel Group recognises that people in an organisation often come from a range of different backgrounds with different life experiences. Diversity encompasses gender, race, ethnicity, age, disability and cultural background, among other matters. The Citadel Group believes that embracing diversity in its workforce contributes to the achievement of its corporate objectives and enhances its reputation. It enables the Citadel Group to:

- a recruit the right people from a diverse pool of talented candidates; and
- b make more informed and innovative decisions, drawing on the wide range of ideas, experiences, approaches and perspectives that employees from diverse backgrounds, and with differing skill sets, bring to their roles.

## 3 DIVERSITY OBJECTIVES

The Citadel Group's Diversity Objectives under this policy are to:

- a ensure that the Citadel Group's recruitment process encourages selection from a diverse pool of candidates;
- b achieve a balanced representation of both men and women across the Citadel Group's workforce;
- c provide equal opportunity to its employees based on their individual merit and contribution to the Citadel Group; and
- d foster a corporate culture that embraces and values diversity.

In addition, it is the intention of the Citadel Group that all matters related to employment and career development will be free from discriminatory practices by ensuring that selection for jobs and career progression will be determined by personal merit, competency, qualifications and ability to effectively perform the role.

## 4 PROGRESS REPORTING

### 4.1 ANNUAL REPORTING

The Board will annually review and assess the Diversity Objectives and report on the Citadel Group's progress in achieving the Diversity Objectives.

### 4.2 REPORTING PERIODS

- a At the end of each reporting period, the Citadel Group will report:
  - i its progress on achieving the Diversity Objectives as set out under section 3 of this Policy; and
  - ii the respective proportions of men and women across the whole of the Citadel Group including on the Board and in Key Management Personnel positions.
- b To assist in the reporting process, the Nomination Committee shall:
  - i regularly oversee a review of the relative proportion of men and women across the whole of the Citadel Group, including on the Board and in Key Management Personnel positions respectively;
  - ii report to the Board on the findings of such reviews;
  - iii report to the Board, at least annually, on the Citadel Group's progress in achieving the objectives set by the Board for achieving general diversity; and
  - iv consider other initiatives to promote diversity in the workplace.

## 5 ROLES AND RESPONSIBILITIES

- a Every employee within the Citadel Group is responsible for supporting and maintaining the Citadel Group's corporate culture, including its commitment to diversity in the workplace as set out in this Policy.
- b In particular, managers have responsibility for the maintenance and promotion of an equal opportunity workplace.

## 6 OPERATION OF THIS POLICY

- a This policy is not intended to be contractual in nature.
- b The Board may change its policy by resolution.



## 7 GLOSSARY

In this policy:

**Citadel Group** means the Company and its Subsidiaries.

**Company** means The Citadel Group Limited (ACN 127 151 026).

**Diversity Objectives** means the diversity objectives set out in section 3 of this Policy.

**Key Management Personnel** has the same meaning given to that term in the Accounting Standards AASB 124 which is "those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director (whether executive or otherwise) of that entity".

**Subsidiaries** means the subsidiary companies of the Citadel Group Limited, being:

- a Australian Business Academy Pty Ltd (ACN 072 355 090);
- b Frontier Group Australia Pty Ltd (ACN 087 743 879);
- c Jakeman Business Solutions Pty Ltd (ACN 101 963 240);
- d PJA Solutions (ABN 007 229 923); and,
- e ServicePoint Australia Pty Ltd (ACN 081 707 673).



# The Citadel Group Limited

ACN 127 151 026



Citadel House | High Technology Park

11-13 Faulding Street | Symonston | ACT | 2609

T: 02 6124 0800 | [www.citadelgroup.com.au](http://www.citadelgroup.com.au)