

MACQUARIE TELECOM'S WORKPLACE DIVERSITY POLICY

1.0 WHY A WORKPLACE DIVERSITY POLICY?

Macquarie Telecom embraces 'diversity' and believes it is a critical factor in our success. Diversity means all differences between people including: gender, age, race, ethnicity, disability, sexual orientation, religion, and culture. To attract and retain a diverse workforce, we are committed to promoting a culture which celebrates diversity and an atmosphere in which all employees and candidates for employment are treated fairly, with respect, and have equal access to opportunities at work.

Macquarie Telecom recognises that by promoting a culture of diversity, the business benefits at multiple levels, by:

- attracting a high calibre and wide range of talent
- increasing levels of engagement across the organisation
- retaining and promoting highly skilled staff
- increasing innovation which drives business results
- enhancing customer relationships

2.0 WHO DOES THIS POLICY APPLY TO?

This Policy applies to all current and prospective employees of Macquarie Telecom.

3.0 HOW WILL THE OBJECTIVES OF THIS POLICY BE ACHIEVED?

The objective of promoting diversity will be achieved, through the following;

3.1 Recruitment, Selection & Promotion

- Ensuring that hiring processes at all levels of the organisation up to and including Board appointments are open and transparent and consist of the following:
 - recruitment and selection based solely on merit
 - job descriptions that are free from bias
 - internal & external recruitment teams that operate independently of the hiring manager
 - unbiased psychometric testing for senior roles
 - vacancies which are advertised internally and all qualified staff are encouraged to apply
 - "1 up" manager or peer interviews for all hiring activity
- All hiring managers are:
 - trained in the benefits of diversity to the organisation
 - briefed on and adhere to, the processes which engender diversity in recruitment, selection and promotion.
- All preferred supplier external recruiters:
 - are briefed on and adhere to, Macquarie Telecom's diversity policy

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- source qualified female candidates for each assigned role.
- All employees are educated on diversity and its benefits to Macquarie Telecom during the on-boarding and induction program

3.2 Training & Development

To develop a broader, more diverse pool of skilled candidates, particularly at senior levels, Macquarie Telecom is committed to developing staff to their full potential via:

- biannual performance reviews and professional development plans
- training and development opportunities available to all staff
- programs for developing our executive and manager population and preparing them for more senior roles
- departmental employee retention and engagement plans

3.3 Work-life Balance & Flexibility

Macquarie Telecom recognises that with a diverse workforce, comes a greater need for flexibility and work / life balance. We acknowledge that our employees may have domestic, and other personal commitments which may require a non traditional approach to work practices.

In addition to our legal requirements, we are committed to supporting our employees wherever possible through such means as:

- work from home policy
- the provision of technology which enables employees to work remotely
- flexible leave practices allowing periods of unpaid leave

3.4 Other Policies that Promote Diversity

In recognition to both its commitment to diversity and legislative requirements, Macquarie Telecom has adopted a number of policies which promote a culture of diversity:

- Mobile Working Policy;
- Employee Assistance Program (EAP);
- Parental Leave Policy;
- Personal Grievance Policy;
- Safety Policy; and
- Bullying & Harassment Policy

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3.5 Other Initiatives

As proposed in the ASX corporate governance Recommendations (2010 Amendments) 3.3 the Board is dedicated to setting and achieving specific gender diversity related objectives. These will be linked to Business Unit Balanced Score Card Critical Success Factors for each member of the executive team.

The setting and annual review of these objectives are part of the Board agenda, and be made available as part of the Annual Report. Macquarie Telecoms' Diversity Champion will review progress against the diversity objectives, and report the results to the Board for publication in the Annual Report.

4.0 WHAT ARE OUR OBLIGATIONS UNDER THE POLICY?

All Macquarie Telecom employees at all levels of the organisation are responsible for embracing diversity and adhering to the policy, specifically;

4.1 The Board

The Board is responsible for setting and reviewing diversity related objectives, as coordinated by the Diversity Champion and holds the business accountable in achieving them.

4.2 The Executive & Managers

The executive and management team are responsible for implementing the strategy to achieve the objectives set by the Board.

Managers are responsible for ensuring that:

- the principles outlined in this policy are applied in the workplace
- all decisions relating to appointment, promotion and career development are made in accordance with the principles outlined in this policy
- team members are aware of and behave in accordance with this policy

4.3 HR Business Partners

HR Business partners are responsible for ongoing training, support and guidance to all employees in relation to diversity principles and practice.

4.4 Responsibilities of employees

Employees are responsible for:

- complying with the provisions of the diversity policy
- reporting any breaches of the diversity or any related policies

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5.0 FURTHER INFORMATION

For further information on the Diversity Policy please contact your Manager or Human Resources Business Partner.

6.0 OTHER RELATED DOCUMENTS

This Policy is to be read in conjunction with other Macquarie Telecom policies, frameworks and procedures including:

- a) Macquarie Telecom Standards of Business Conduct;
- b) Mobile Working Policy;
- c) Employee Assistance Program (EAP);
- d) Parental Leave Policy;
- e) Privacy Policy;
- f) Personal Grievance Policy;
- g) Safety Policy; and
- h) IT Security Policy