



FAIRFAX MEDIA DIVERSITY AND INCLUSION GUIDELINE

Dated	March 2017
Next review	March 2018
This is the 2017 version of this guideline and replaces any prior versions	

1. PURPOSE

The purpose of this internal guideline is to outline the approach adopted by Fairfax Group (**Fairfax**) to managing workplace diversity. In this guideline, Fairfax means Fairfax Media Limited and each of its related bodies corporate.

This is the 2017 version of the guideline and replaces all earlier versions.

2. SCOPE

This guideline applies to all Fairfax employees and contractors in Australia and New Zealand.

3. RESPONSIBILITIES

3.1. The company

Diversity refers to differences between individuals in age, cultural background, disability, ethnicity, family responsibilities, gender, language, marital status, religious belief and sexual orientation. Diversity may also include other ways in which people are different, such as education, life experience, work experience and socio-economic background.

Fairfax values, respects and encourages diversity of board members, employees, contractors, customers, suppliers and audiences. We recognise that each individual brings their own unique capabilities, experiences and characteristics to their work.

Diversity management benefits individuals, teams, the company as a whole, customers and our audiences. Fairfax is committed to creating a workplace that is inclusive and which reflects the diversity of our audiences and the communities in which we operate.

Encouraging diversity broadens the pool for the recruitment of talented employees, enhances retention and supports innovation.



3.2. Fairfax employees and contractors

All employees and contractors have an obligation to support and respect workplace diversity and inclusion.

In addition, employees and contractors are expected to comply with the *Workplace Behaviour Policy: Harassment, Discrimination and Bullying*. All employees are made aware of their obligations to ensure the work environment is free from unlawful discrimination, harassment and bullying.

4. AREAS OF FOCUS

Fairfax's employment practices and work environment reflect our commitment to diversity. We endeavour to recruit high performing talent, develop employees across multiple divisions and platforms and retain the best performers to grow potential leaders.

We endeavour to foster a supportive environment that reflects and promotes equitable and inclusive behaviours and practices, and respects differences between individuals and groups of people.

Key areas of focus include: recruitment, training and career development and workplace flexibility.

4.1. Recruitment

Our recruitment processes are designed to facilitate the appointment of talented employees and promotion based on merit.

All senior management appointments are required to include a senior female on the interview panel and, where possible, at least one female candidate is to be included in the interview shortlist.

Vacant roles are usually advertised internally to encourage internal promotion and provide a transparent recruitment process. Where no suitable internal candidate exists, roles are advertised externally to attract a broad base of qualified talent.

The recruitment process is managed by line managers, with support from Human Resources or professional intermediaries as required.

For Board appointments, the Board Nominations Committee is responsible for identifying and recommending Board members capable of bringing a range of skills, experience and judgement needed to successfully position the company for the future.

4.2. Learning and development

Fairfax supports the professional development of its employees by promoting a continuous, self-directed and digital learning culture that encourages each individual to pursue their development priorities. All employees have access to The Learning Hub, an online portal that enables employees



to readily access engaging learning resources to support ongoing learning and professional development.

Professional development is also facilitated through “Check ins”, a framework of regular and quality conversations between employees and managers to discuss priorities, development and to provide feedback and celebrate success.

A succession management process for senior roles is conducted across Fairfax each year. The process is designed to create a plan for talented individuals to be ready to assume enhanced roles when such vacancies arise. Development plans are set and monitored to enable appropriate skills development.

4.3. Workplace flexibility

Fairfax recognises the value of providing workplace flexibility, where possible, to assist employees in balancing their work and personal responsibilities.

Flexible work requests are assessed on an individual basis, taking into account a range of factors, including the role and business unit needs. If the business unit is able to accommodate the request, flexibility will be provided to support the needs of the individual.

5. SPECIFIC OBJECTIVES

Fairfax recognises the importance of setting measurable objectives to achieve diversity. Objectives will be reviewed and updated every twelve months. The specific objectives and targets planned for each year are documented separately and are reviewed and endorsed by the Board People and Culture Committee.

6. MONITORING, EVALUATION AND REPORTING

This guideline will be reviewed by the Board People and Culture Committee on an annual basis. This will include a review of the objectives and progress towards achieving them as outlined in Section 5 of this guideline.

Management will regularly monitor the composition of the workforce to check that the company’s employment policies and practices are consistent with the principles of diversity and inclusion.

Fairfax will also lodge its report on gender equality indicators with the Workplace Gender Equality Agency (**WEGA**) as required under the *Workplace Gender Equality Act 2012* (Cth).

Greg Hywood
Chief Executive Officer, Fairfax Media Limited