Diversity & Inclusion Policy *(POL-011)*

Purpose

PetraClean is committed to creating and maintaining a workplace that values and respects diversity, promotes inclusion, and provides equal opportunities for all employees. This policy outlines our commitment to ensuring that every individual is treated with fairness, dignity, and respect, regardless of background or personal circumstances.

Scope

This policy applies to all PetraClean employees, contractors, and job applicants.

Our Commitment

PetraClean recognises that diversity enriches our organisation by bringing together people with different skills, experiences, perspectives, and ideas. We are committed to:

- Providing equal opportunity in all aspects of employment, including recruitment, training, development, and promotion.
- Creating a work environment that is inclusive, respectful, and free from discrimination, harassment, and bullying.
- Valuing differences in culture, gender, age, disability, ethnicity, religion, and sexual orientation.
- Encouraging flexibility in work arrangements to support employees' family, cultural, and personal responsibilities.
- Ensuring our employment and management practices comply with all relevant Australian workplace and anti-discrimination laws.

Practical Application

While PetraClean does not currently have formal diversity programs, we foster an inclusive workplace by:

- Offering flexible working arrangements to accommodate employees' family and personal commitments.
- Maintaining recruitment and selection processes based on merit, skills, and suitability for the role.
- Providing equal access to training and development opportunities.
- Promoting a culture of respect, open communication, and collaboration across all levels of the organisation.
- Striving to maintain a **target of 50% female employment** across our workforce, ensuring balanced representation wherever practicable.
- At the time of writing in October 2025, PetraClean's female employment is 51%.
- Supporting Indigenous participation in employment by providing fair and equitable opportunities for Aboriginal and Torres Strait Islander peoples. While PetraClean does not have a formal Indigenous employment program at present, we are committed to engaging and employing Indigenous Australians where possible and ensuring an inclusive and culturally respectful workplace.
- Being open to employing people with disabilities wherever operationally feasible, and making reasonable adjustments to support their participation in the workforce. While the physical nature of cleaning work can present some limitations, PetraClean is committed to exploring suitable roles or adjustments that enable equal opportunity for individuals with a disability.

Responsibilities

- The Direct, Managers and Supervisors are responsible for leading by example, promoting inclusivity, and ensuring decisions are fair and transparent.
- Employees are expected to treat one another with respect and contribute to an inclusive and supportive work environment.
- The HR Manager will monitor and review workplace practices to identify opportunities to strengthen diversity and inclusion outcomes.

Diversity & Inclusion Policy *(POL-011)*

Review

PetraClean's management (Managing Director and Human Resources Manager) is responsible for implementing and maintaining Company Policies. All staff are required to understand and comply with this policy and seek clarification if required.

This policy was created in October 2025 and will be reviewed and updated as required, or 12 months from the last publication date, to ensure it remains current and relevant to PetraClean's standards of practice and relevant laws and regulations.

Created / Updated by:	C Forzatti
Version:	1.0
Revised / Updated:	15/10/2025
Next Revision Date:	15/10/2026
Approved by:	J Billington  15/10/2025