DIVERSITY, EQUITY AND FAIRNESS POLICY AND PROCEDURES

1. Introduction

Creative Care recognises it's talented and diverse workforce as a key competitive advantage. We are committed to recruiting and retaining a talented workforce that is truly representative of all sections of society, our consumer base, and the varied environments in which we conduct business. We believe in leveraging diverse capabilities, experiences and perspectives of our people at all levels of the company in all that we do to ensure a sustainable business growth and performance. Creative Care also aims to create and maintain an inclusive and collaborative workplace culture where each employee and client is treated with respect and able to give their best.

2. Purpose

The purpose of this policy is to establish the principles, accountabilities and responsibilities for implementing, monitoring, reviewing and reporting on diversity, equity and inclusion at Creative Care. The policy has been developed to safe-guard Creative Care, its employees, operations, reputation and to ensure compliance with all legislative requirements associated with workplace diversity, equity and inclusion within the environment in which it operates.

3. Scope of the Policy

This Policy applies to all employees, temporary employees, contractors, service providers and consultants of Creative Care, but excludes its associate companies.

4. Objective and Outcomes

The objective of this policy is to communicate the requirements and guidelines for:

• Creating a positive and inclusive working environment for all employees and customers.

• Protecting all employees from being discriminated against because of one or more of the characteristics that apply to them.

• Providing equal opportunity for everyone in the workforce, no matter their background or characteristics.

• Ensuring and promoting diversity and inclusion in the Creative Care workforce

5. Policy Statement

This policy sets out the principles for users with responsibilities for living by and/or implementing any of the diversity, equity and inclusion requirements and guidelines specified in this policy.

Creative Care commits to: Diversity, Equity and Fairness
• Creating a culture where diversity, equity and inclusion in the workplace is respected and adopted as a good practice because it makes business sense, and it is the right thing to do, give the history of the country.
• Working towards achieving equitable representation of designated groups across all occupational level and categories, in order to redress the inequities of the country's past.

• Ensuring fairness and respect for all in our employment, whether temporary, part-time or full-time.

6. **Employees and Third Parties**

All employees and third parties have a responsibility to comply with the principles defined in this policy and to report violations and / or non-compliance with this policy. Third parties are contractually obligated to comply with this policy. And non-compliance will be addressed in accordance with these contractual requirements.

7. **Accountabilities and Responsibilities**

The business, as the owner of talent employed at Creative Care is accountable for:

7.1 Ensuring that the culture and practices within their areas are in line with this policy.

7.2 Addressing compliance and non-compliance of this policy in their respective business areas.

7.3 Identifying, monitoring and tracking the status of compliance.

8. **Compliance, Monitoring and Reporting**

8.1 Users are required to familiarise and fully comply with this Policy.

8.2 Any User who fails to comply with the provisions as set out above or any amendment thereto, may be subject to appropriate disciplinary or legal action.

8.3 Creative Care policies, standards, procedures and guidelines comply with legal, regulatory and statutory requirements.

8.4 This Policy may be amended from time to time in the sole discretion of Creative Care.

8.5 Legal action may be instituted where deemed necessary.