

2 Cheap Cars Group Limited - Diversity and Inclusion Policy

1. Purpose

- 1.1 **2 Cheap Cars Group Limited (2 Cheap Cars Group)** and its subsidiaries are committed to providing equal employment opportunities and building a culture that values diversity and inclusion. 2 Cheap Cars Group has a diverse workforce comprising of individuals with a range of skills, values, cultures, backgrounds, gender and education.
- 1.2 This diversity and inclusion policy (**Policy**) outlines 2 Cheap Cars Group's diversity and inclusion commitments and its approach to meeting such commitments.

2. Scope

- 2.1 The Policy applies to all directors (**Directors**, and the **Board**), employees, volunteers and contractors (**2 Cheap Cars Group Personnel**) of 2 Cheap Cars Group. All 2 Cheap Cars Group Personnel are required to read and understand the Policy and acknowledge that they have done so.

3. Definitions

- 3.1 **Diversity** incorporates all of the elements that make individuals unique from one another including but not limited to attributes or characteristics such as religion, ethnicity, language, gender, sexual orientation, disability, age and any other ground for potential unlawful discrimination.
- 3.2 **Inclusion** is the deliberate effort to create an environment where everyone is respected and empowered to contribute equally and has access to the same resources and opportunities. An inclusive culture is not only crucial for diversity efforts to succeed but it will promote a more engaged and productive workforce.
- 3.3 **Unlawful Discrimination** is any practice that makes distinctions between individuals or groups to disadvantage some and advantage others based on one or more of the following attributes: Age, marital status, gender, religion, ethnic origin, ethical beliefs, employment status, disability (including illness), sexual orientation, political opinion, family status and involvement or non-involvement in union activities.

4. Objectives and commitments

- 4.1 2 Cheap Cars Group will ensure commitment to diversity and inclusion extends to all areas of 2 Cheap Cars Group by:
 - 4.1.1 promoting equal employment opportunities including by attracting, selecting and retaining the best qualified and diverse applicants through impartial recruitment and selection processes;
 - 4.1.2 remunerating and rewarding in an equitable manner on the basis of skill, knowledge and merit; and
 - 4.1.3 promoting a culture of inclusion that values and respects individual differences and is free of harassment, victimisation and discrimination.

5. Responsibilities

- 5.1 All 2 Cheap Cars Group Personnel should support diversity and inclusion initiatives and behave appropriately in the workplace.

- 5.2 Specific responsibilities include:
 - 5.2.1 Actively ensuring that all 2 Cheap Cars Group Personnel are treated fairly and equally within the workplace.
 - 5.2.2 Actively ensuring all customers and other stakeholders of 2 Cheap Cars Group are treated fairly and with respect.
 - 5.2.3 Ensuring that the behavior of 2 Cheap Cars Group Personnel does not contravene equal employment opportunity legislation and the Policy. This includes behavior while present at 2 Cheap Cars Group related events, as well as in public, private and online communication.
 - 5.2.4 Challenging discriminatory behavior in the workplace and the community.
 - 5.2.5 Reporting any incidents that are inconsistent with 2 Cheap Cars Group's commitment to equal opportunity, diversity and inclusion, or which impact on the implementation of the Policy.
- 5.3 Managers are responsible as leaders to model appropriate behavior, make decisions based on merit, and encourage diversity and inclusion in their teams. Managers are responsible for:
 - 5.3.1 Day-to-day implementation, support and monitoring of the Policy.
 - 5.3.2 Creating a working environment that is free of all forms of discrimination and harassment and where all members of staff are treated with dignity, courtesy and respect.
 - 5.3.3 Promoting appropriate standards of conduct at all times.
- 5.4 The Board is responsible for setting measurable objectives designed to adhere to the Policy. The Board will assess progress towards achieving the objectives and will ensure that appropriate disclosures are made in the annual report.
- 5.5 The HR Manager is responsible for:
 - 5.5.1 Providing advice in relation to diversity and inclusion and support to managers, staff and the Board.
 - 5.5.2 Promoting awareness of the Policy through education and training.
 - 5.5.3 Providing regular reporting to the Board on the implementation of the Policy and performance against approved measurable objectives.
 - 5.5.4 Reviewing internal practices and introducing workplace improvements to promote diversity and inclusion.
 - 5.5.5 Providing equal access for employees to career opportunities, training and development, and promotion.
 - 5.5.6 Timely investigation and resolution of complaints raised under the Policy.

6. **Compliance**

- 6.1 Breach of the Policy may lead to disciplinary action up to and including termination of employment for serious misconduct (or termination of existing contractual arrangements for contractors).

7. **Publication**

7.1 The Policy is available on 2 Cheap Cars Group's website, <https://www.2cheapcars.co.nz/investors/>.

8. **Review**

8.1 The Policy will be reviewed annually by the Board.

9. **Related Documents**

9.1 Code of Culture and Ethical Behavior.

10. **Contact**

10.1 For queries in relation to the Policy, please contact the HR Manager.

Date adopted: 25 February 2021