

Last review date	Last amendment date
September 2017	November 2017

## Diversity Guidelines

### Introduction

To ensure we hire and grow great people at Trade Me, we embrace and respect diversity. We work hard to provide a flexible and inclusive workplace where people are encouraged to achieve their potential.

We pride ourselves on being able to think differently, and to see the merit beyond initial appearances. We are committed to being a discrimination-free workplace.

### What is diversity?

Diversity is about recognising and appreciating the variety of differences between people in an organisation. It includes gender, age, disability, religion, race, sexual orientation, family circumstances and ethnicity.

### Trade Me's approach to diversity

We believe building diversity at Trade Me enhances our workplace and helps us drive the success of our business. It not only provides us with a broad range of perspectives that leads to healthy discussion and better decisions, but it also means our workforce better reflects the hugely diverse Trade Me community. We therefore actively work to encourage employee diversity across Trade Me, and this includes the following areas:

- **Recruitment & retention**

We are committed to attracting and hiring high-performing individuals from a diverse pool of qualified applicants. As well as advertising externally, we advertise internally to encourage promotion and personal development from within Trade Me. We appoint, promote, and remunerate based on merit.

- **Flexibility**

We recognise that people have a wide range of needs and responsibilities, and where possible we provide tailored working arrangements to support them.

- **Consultation**

We participate in an annual workplace survey or similar all-company research to ensure we get feedback from our people on how we can meet their needs, and ensure Trade Me remains a great place to work.

- **Gender diversity**

We want to ensure there is a balanced and fair representation of women at each level of Trade Me: Board, senior management team, and the entire workplace.

- **Training**

We actively promote awareness of diversity in the company and provide guidance and education sessions to our People Managers.

- **Senior appointments**

The Nominations Committee (or, in the absence of a Nominations Committee, the Board) will consider diversity when recommending the appointment of directors to the Board. The CEO and if applicable the Human Resources and Compensation Committee will consider diversity when reviewing appointments to the Executive and direct reports to the Executive.

- **Code of conduct**

We have implemented a code of conduct that is explicit about the expectations regarding fairness, integrity and professionalism that we expect from all employees and directors.

- **Values**

The Trade Me values support our work in nurturing a diverse workforce.

### **Measurable objectives**

Trade Me has put in place measurable objectives for gender diversity at three levels – the board, the SMT and overall employee base.

### **Corporate governance**

Each year, the Board will:

- approve measurable objectives for promoting diversity at Trade Me, based on recommendations from the Trade Me Executive team;
- report on progress against the measurable objectives in the Annual Report, to the extent it deems appropriate;
- assess these guidelines and update them as required.