

## Coca-Cola Europacific Partners – Australia, Pacific, and Indonesia (API) - Gender Diversity Policy

24<sup>th</sup> August 2010

### **Background**

Coca-Cola Europacific Partners API places high value on all our people and in doing so, we embrace their many inherent differences. We recognise that creating a culture where unique differences are truly celebrated allows us to benefit from the wealth of knowledge, experience, creativity, and innovation our people bring, and we recognise that these attributes enable us to operate and succeed in diverse markets and communities.

### **What do we mean by Diversity?**

Within Coca-Cola Europacific Partners API when we speak of Diversity we mean the creation of workplaces where all the differences of gender, culture, age, ethnicity, physical ability, spiritual belief, socio-economic status, sexual orientation, political belief and all the other characteristics that exist to make us who we are, are respected and celebrated. These differences give us the potential to build an engaged workforce which operates with a better understanding of, and access to, a diverse customer and consumer base across a range of cultures and communities.

We understand that a truly diverse culture will enhance Coca-Cola Europacific Partner's ability to be flexible, adaptive, innovative and ready for change. It will make Coca-Cola Europacific Partners a great place to work where an inclusive culture becomes a motivating force for all employees.

### **Policy Objective**

This Policy specifically refers to Gender Diversity. In due course, other Policies will be added to support and enhance our approach to building a diverse workforce.

The aim of the Gender Diversity Policy is to outline the commitment held by Coca-Cola Europacific Partners API to creating fair, equitable, respectful workplaces where women are supported in an inclusive environment, are given recognition based on individual merit and are considered for opportunities to advance and succeed regardless of their gender or term of employment.

### **Policy**

Coca-Cola Europacific Partners API is an equal employment opportunity employer, and as such, committed to providing a safe and harmonious work environment free of discrimination and harassment. It is our aim to progressively move to a more equal gender balances in the workforce in a manner which enables the business to thrive and the culture to flourish.

This Policy specifically means:

- Inappropriate behaviour or attitudes to women will not be tolerated. It is totally at odds with Coca-Cola Europacific Partners API's culture where all people are accepted, included, and welcomed. All Coca-Cola Europacific Partners API managers are responsible for addressing any such behaviour which is inconsistent with our Code of Business Conduct.
- Coca-Cola Europacific Partners API will support the development aspirations of women in the workplace. This also means that selection, promotion, retention, development will continue to be considered on the basis of merit and will exclude any gender-based consideration.
- Coca-Cola Europacific Partners API will foster mentoring and development opportunities where women in the business have been identified as having potential for further development.
- Where women take up the opportunities of flexible work or parental leave arrangements, managers will conduct performance reviews and evaluations that neutralise the impact of these arrangements to maintain absolute fairness about advancement or reward potential.
- Statistics relating to the selection, promotion, remuneration and retention of women will be monitored and reported to the Coca-Cola Europacific Partners API Board, CEO and the senior management team. Over time measurable targets will be set to redress any gender imbalance in keeping within the gender balance in the communities in which we operate. These targets will be reviewed annually by HR in the first instance and by senior management as part of the overall Diversity reporting mechanism.
- Where measurable gender-based targets are established for particular roles or areas of the business, managers will make every endeavour to incorporate women both into the recruitment pool and also involved in the selection process. recognising that hiring and promotion continue to be merit-based. These targets will constitute a Key Performance Indicator for those managers where these targets are indicated.
- Flexible working options will be considered where appropriate, in line with the Flexible Work Options and Parental Leave Policies, to enable women in the business to be candidates for suitable roles and to allow them to conduct these roles in the knowledge that opportunities for promotion, advancement and training will be provided equally regardless of gender.
- The content of the Gender Diversity Policy will be made available to all current employees and job applicants and further information regarding this Policy will be available to new employees via induction and on the Coca-Cola Europacific Partners API's Intranet.
- Information and education on Gender Diversity will be provided to all employees and managers to assist them to understand the requirements of this Policy and to enable them to uphold the support of women in the workplace.
- Relevant Diversity Policy questions will be incorporated into employee opinion surveys and exit interviews.

## **Responsibilities**

### All Employees

- All employees will familiarise themselves with this Policy and observe its content
- Employees will behave in an appropriate manner towards women in keeping with the Working Together Policy.

### Management / Team Leaders

Management and Team Leader will be accountable for:

- Ensuring that team members are aware of and fully understand this Policy and their individual responsibilities Ensuring a personal understanding of this Policy so that queries / concerns / complaints are dealt with effectively and sensitively.
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- Ensuring that recruitment, selection and promotion are awarded based on individual merit regardless of gender
- Ensuring that performance reviews are without reference to agreed flexible working arrangements. Addressing any inappropriate behaviour or attitudes towards women based on their gender.

### People and Culture (P&C)

- P&C Resource function within Coca-Cola Europacific Partners Australia will be accountable for:
- Development and maintenance of this policy
- Education of management and staff on Gender Diversity
- Annual review of statistics relating to selection, promotion, remuneration and retention of women
- Annual review of those area of the business where measurable targets are set
- Assisting employees and management in any complaint procedure relating to Gender Diversity & Whistle-blowers Policy
- Providing assistance regarding these policies

