

# Diversity Policy

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Sino-Excel Energy Limited

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MinterEllison

L A W Y E R S

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# Diversity Policy

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## 1. Introduction

This policy:

- (a) supports the commitment of Sino-Excel Energy Limited (**the Company**) to an inclusive workplace that embraces and promotes diversity; and
- (b) provides a framework for new and existing diversity-related initiatives, strategies and programs within the Company's business.

## 2. Benefits of diversity

- 2.1 Workplace diversity refers to the variety of differences between people in an organisation. Diversity encompasses gender, race, ethnicity, age, disability, cultural background and more.
- 2.2 The Company believes that embracing diversity in its workforce contributes to the achievement of its corporate objectives and enhances its reputation. It enables the Company and its controlled entities (**the Group**) to:
  - (a) recruit the right people from a diverse pool of talented candidates;
  - (b) make more informed and innovative decisions, drawing on the wide range of ideas, experiences, approaches and perspectives that employees from diverse backgrounds, and with differing skill sets, bring to their roles; and
  - (c) better represent the diversity of all our stakeholders.

## 3. Commitment to diversity

- 3.1 The Group is committed to achieving the goals of:
  - (a) providing access to equal opportunities at work based on merit; and
  - (b) fostering a corporate culture that embraces and values diversity.
- 3.2 We are an equal opportunity employer and welcome people from a diverse set of backgrounds.

## 4. Board selection processes

- 4.1 The Company's Board Charter provides that the board of directors of the Company (**Board**) must comprise directors with an appropriate range of skills, experience and expertise.
- 4.2 The Board has established a Remuneration and Nomination Committee, which has the objective of helping the Board to ensure that it has an effective composition, size and commitment to adequately discharge its responsibilities and duties. The Remuneration and Nomination Committee's responsibilities are set out in the Remuneration and Nomination Committee's Charter (which is available on the Company's website, [www.norwoodabbey.com.au](http://www.norwoodabbey.com.au)). Its responsibilities include, relevantly:
  - (a) identifying and assessing the necessary and desirable competencies and characteristics for Board membership and regularly assessing the extent to which those competencies and characteristics are represented on the Board; and
  - (b) developing and implementing processes to identify and assess necessary and desirable competencies and characteristics for Board members.

- 4.3 The Remuneration and Nomination Committee's policy for appointing new directors aims to ensure that the Board is of a sufficient size and has the appropriate balance of skills and experience to meet the Company's present and future needs. Each appointment is based on merit against set objectives, and the Remuneration and Nomination Committee's policy is to make suitably extensive enquiries to find candidates from non-traditional sources. The Remuneration and Nomination Committee's procedure for identifying, assessing and selecting candidates for appointment as directors is set out in the Remuneration and Nomination Committee's Charter.

## 5. Objectives for achieving gender diversity

- 5.1 For the financial year starting 1 July 2011 and subsequent financial years, the Board will:
- (a) establish measurable objectives for achieving gender diversity; and
  - (b) review and assess, at least annually, both the measurable objectives for achieving gender diversity and the Company's progress in achieving them.
- 5.2 The Board will disclose in the Annual Report for each relevant financial year both its objectives for achieving gender diversity and its progress in achieving those objectives.
- 5.3 Achievement of the objectives set by the Board is a factor which will be considered in assessing the performance of the Board, Chief Executive Officer and senior executives within the Company.

## 6. Roles and responsibilities

Every employee within the Group is responsible for supporting and maintaining the Group's corporate culture, including its commitment to diversity in the workplace.

## 7. Review and changes to this policy

- 7.1 The Board will review this policy periodically to ensure it complies with any applicable legal requirements and remains relevant and effective.
- 8.3 This policy is not intended to be contractual in nature.
- 7.2 The Board may change this policy by resolution.

## 8. Approved and adopted

This policy was approved and adopted by the Board on [*insert date*].