



BOARD DIVERSITY POLICY

RELATED POLICIES AND DOCUMENTS:

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| <p>Board Code of Conduct Policy</p> <p>Board Communications Policy</p> <p>Board Corporate and Social Responsibility Policy</p> <p>Board Director's Conflict of Interest Policy</p> <p>Board Diversity Policy</p> <p>Board Equal Opportunity Policy</p> <p>Board Market Disclosure Policy</p> <p>Board Security Trading Policy</p> <p>Board Whistle Blower Policy</p> |
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Overview

Tox Free Solutions Limited (**Toxfree**), is committed to workplace diversity. Toxfree recognizes the benefits arising from employee and board diversity, including a broader pool of high quality employees, improved employee retention, accessing different perspectives and ideas and benefiting from all available talent. Toxfree will recruit on the basis of qualification for the position and performance, regardless of gender, age, nationality, race, religious beliefs, cultural background, sexuality or physical ability.

It is essential that the Company employs the appropriate person for each job and that each person strives for a high level of personal performance.

To the extent practicable, Toxfree will address the recommendations and guidance provided in the *ASX Corporate Governance Principles and Recommendations (Third Edition)*"

This diversity policy does not form part of an employee's contract of employment with Toxfree, nor does it give rise to contractual obligations. However, to the extent that the Diversity Policy requires an employee to do or to refrain from doing something and at all times subject to legal obligations, it forms a direction of Toxfree with which an employee is expected to comply.

Scope

This policy relates to Tox Free Solutions Limited (Toxfree or Company) group of companies including wholly owned subsidiaries.

Objectives

The Board is responsible for developing measurable objectives and strategies to meet the objectives of the Diversity Policy, including gender diversity, and the Board's sub-committee, the Remuneration Committee, is responsible for monitoring the progress of the objectives through evaluation and reporting.

The Company must assess annually both the objectives and the entities progress in achieving the.

The Company must disclose as at the end of each reporting period the measurable objectives for achieving gender diversity set by the Board and its progress toward achieving them., and must disclose



the respective proportions of men and women on the Board, in senior executive positions (to be defined) and across the whole organization.

Principles

The Diversity Policy provides a framework for Toxfree to:

- Recruit and manage on the basis of an individual's competence, qualification and performance;
- Create a workplace culture characterized by inclusive practices and behaviours for the benefit of all staff;
- Appreciate and respect the unique aspects that an individual brings to the workplace;
- Where possible and practicable increase participation and employment opportunities for indigenous people;
- Create a work environment that values and utilises the contributions of employees with diverse backgrounds, experiences and perspectives through improved awareness of the benefits of workplace diversity and successful management of diversity, and at all times recognizing that employees may have restrictions placed on them by domestic responsibilities outside the work place;
- Take action to prevent and stop discrimination.
- Create awareness in all staff of their rights and responsibilities with regards to fairness, equity and respect for all aspects of diversity.
- Recognise that employees at all levels may have domestic responsibilities and to adopt flexible work practices that will assist them to meet those responsibilities.

Responsibilities

The Toxfree Board (**Board**) is committed to workplace diversity.

The Board will conduct all Board appointment processes in a manner that promotes gender diversity, including establishing a structured approach for identifying a pool of suitable candidates and using external advisors where necessary.

Monitoring and Reporting

The Remuneration Committee is responsible for implementing, monitoring and reporting on the measurable objectives as established by the Board.

KPI's will be introduced for senior executives to measure the achievement of diversity objectives and to link part of their remuneration to the achievement of those objectives.

The Remuneration Committee will report annually to the Board on the progress and achievement of the objectives and will ensure that the Policy is made publicly available on the Company's website. Reference to the Diversification Policy will be included in the Company's Annual Report each year.



Review of Policy

This policy shall be reviewed by the Board on a regular basis and if required be amended to suit the requirements of the Company and adherence to the law.

Bob McKinnon
Chair
TOX FREE SOLUTIONS LIMITED

Date

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