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P A R T N E R S

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## Diversity Policy

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Alfabs Australia Limited ACN 674 455 442 (Company)

# Diversity Policy

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# Diversity Policy

## 1 Introduction

### 1.1 Purpose

The Company is committed to an inclusive workplace that embraces and promotes diversity. The Company recognises the value of diversity in achieving the Company's strategic objectives and maximising value to shareholders.

The Company aims to promote and implement strategies to achieve diversity, including attracting, retaining and motivating directors, officers and employees with differing workplace experience, professional skills, gender identity, marital or family status, age, disabilities, religious or political beliefs, ethnicity and socio-economic and cultural backgrounds.

The Company is committed to keeping shareholders informed of the Company's progress towards implementing and achieving its diversity objectives.

By adopting this Policy the Company is committing to act on its core values and commitment of respecting all people, their ideas and cultures.

### 1.2 Application of Policy

This Policy applies to the Board and all senior management, employees, contractors and consultants of the Company and the Group.

This Policy is to complement existing employment related policies and does not form part of an employee's contract of employment with the Company nor does it give rise to contractual obligations.

## 2 Commitment of the Board

The Board is committed to:

- (a) ensuring that the Company's corporate culture and values at all levels supports diversity and inclusion in the workplace whilst maintaining a commitment to a high performance culture;
- (b) ensuring that recruitment and selection practices at all levels are appropriately structured so that a diverse range of candidates are considered and guarding against any conscious or unconscious biases that might discriminate against certain candidates;
- (c) designing and implementing programs and processes that will assist in the development of a broader and more diverse pool of skilled and experienced employees and that, over time, will prepare them for senior management and board positions;
- (d) supporting at all levels an individual's domestic responsibilities (including the adoption of flexible work practices that will assist them to meet those responsibilities);

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- (e) providing opportunities for employees on extended parental leave to maintain their connection with the workplace;
  - (f) ensuring the policy for selection and appointment of new directors is transparent and considers all facets of diversity to avoid “groupthink” or other cognitive biases in decision making;
  - (g) ensuring development and succession plans for directors and Senior Management include gender diversity as a relevant consideration;
  - (h) monitoring and measuring the achievement of all diversity objectives set by the Board;
  - (i) considering whether key performance indicators for senior management might be an appropriate way of furthering gender diversity objectives; and
  - (j) implementing any other strategies the Board develops from time to time.

### **3 Responsibilities**

#### **3.1 Board**

The Board is responsible for overseeing the implementation of this Policy, promoting diversity within the Company’s culture and monitoring the effectiveness of this Policy.

Particularly, the Board is responsible for:

- (a) developing initiatives to promote and achieve the Company’s diversity goals;
- (b) setting measurable objectives for achieving gender diversity in the composition of its Board, senior management and workforce generally and reviewing these objectives on an annual basis; and
- (c) disclosing:
  - (i) this Policy on the Company’s website;
  - (ii) the measurable objectives set for the relevant reporting period and Company’s progress in achieving the objectives in Company’s annual report; and
  - (iii) the respective proportions of men and women on the board, in senior executive positions and across the whole workforce (including how the entity has defined “senior executive” for these purposes); and
- (d) approving any key performance indicators for senior management in relation to any of the Company’s diversity objectives.

#### **3.2 Chief Executive Officer**

The CEO is responsible to the Board for:

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- (a) the development, implementation, maintenance and review of the appropriate structures, systems, policies and procedures to support the Company's diversity strategy; and
  - (b) reporting to the Board and Nomination Committee on performance objectives and on the implementation of diversity initiatives and programs.

### **3.3 Secretary**

The Secretary will assume responsibility to ensure that the Company meets its compliance and reporting obligations including by collecting all relevant data and ensuring the Company's processes and systems are adequate for such reporting obligations to be met.

### **3.4 Employees**

All employees are responsible for:

- (a) behaving in a way that is consistent with the Company's values and this Policy;
- (b) respecting different ways of thinking and working to maintain a workplace that is inclusive and free from discrimination;
- (c) supporting employees who access flexible work arrangements; and
- (d) being aware of the Company's diversity initiatives and, where appropriate, being involved.

## **4 Non-inclusive and discriminatory behaviour**

The Company recognises that in order to have an inclusive workplace, discrimination, bullying, harassment, vilification and victimisation cannot and will not be tolerated.

## **5 Review**

This Policy will be reviewed at least annually by the Board to ensure that it is operating effectively, having regard to the changing circumstances of the Company and the ASX Corporate Governance Principles. Any changes to the Policy will be communicated by the Company to its staff, its shareholders and the market.

**Adopted by the Board on 12 April 2024.**