

# Diversity Policy

Appen Limited  
ACN 138 878 298

## 1 Purpose

- 1.1 At Appen Limited (the **Company**), we value diversity and equal opportunity. We aim to ensure that our workforce, including our board of directors (**Board**), is made up of individuals with diverse skills, values, backgrounds and experience to the benefit of the Company.
- 1.2 Diversity assists us to achieve our objectives and deliver outcomes for our stakeholders, by enabling us to attract, retain and motivate the most suitably qualified and experienced individuals to our workforce.

## 2 Scope

- 2.1 This policy (**Policy**) applies to all directors, employees, whether full-time, part-time, casual or temporary.

## 3 Effect of the Policy

- 3.1 This Policy sets out the guidelines by which the Company will endeavour to increase diversity throughout the Company, including at the Board level.
- 3.2 The contents of this Policy, to the extent that they impose obligations on the Company, do not constitute contractual terms, conditions or representations.

## 4 Diversity

- 4.1 Diversity refers to characteristics such as age, gender, sexual orientation, gender identity, marital or family status, cultural background, race, religion, disability and ethnicity.

- 4.2 The Company will not discriminate against individuals on any of the following grounds:

- Gender
- Parental status
- Age
- Race
- Political belief or activity
- Ethnicity or cultural background
- Relationship status
- Family responsibilities
- Irrelevant criminal record
- Impairment
- Trade union activity (or inactivity)
- Irrelevant medical record
- Pregnancy
- Breastfeeding
- Gender identity or sexual orientation
- Religious belief or activity
- Lawful sexual activity
- Physical features
- Association with or relation to a person identified on the basis of an attribute associated with any of the above grounds.

## 5 Statement of principles

5.1 The Company is committed to:

- (1) equality of opportunity throughout our organisation;
- (2) recruiting and retaining the best candidates for positions; and
- (3) treating individuals with respect.

5.2 The Company cannot and will not tolerate discrimination, harassment, vilification or victimisation in the workplace.

5.3 The Company recognises that employees (male and female) at all levels may have domestic responsibilities, and it will to the extent practicable, use its reasonable endeavours to assist those persons meet those responsibilities.

## 6 Key areas of focus

6.1 The Company is currently focussed on maintaining and increasing diversity in the following key areas:

- (1) gender and ethnic diversity in senior management and on the Board; and
- (2) gender and ethnic diversity amongst employees.

## 7 Responsibilities

### 7.1 Board responsibilities

The Board will:

- (1) establish measurable objectives for achieving gender diversity in the composition of the Board, senior executives and workforce generally;
- (2) annually assess these objectives and the progress towards achieving them;
- (3) review and monitor the effectiveness of this diversity policy; and
- (4) ensure that as part of its Board selection policy recruitment and selection practices at Board level are appropriately structured so that a diverse range of candidates are considered and that there are no conscious or unconscious biases that might discriminate against certain candidates.

### 7.2 Responsibilities of management

Management will:

- (1) ensure the ongoing implementation of diversity objectives;
- (2) use its reasonable endeavours to ensure that all recruitment and selection practices of employees and consultants are appropriately structured so that, to the extent practicable given the circumstances of the role and the jurisdiction in which that role is to be filled, a

diverse range of candidates are considered and that there are no conscious or unconscious biases that might discriminate against certain candidates;

- (3) use its reasonable endeavours to adopt flexible work practices that will assist employees to meet their domestic responsibilities;
- (4) commit to designing and implementing programs 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 positions;
- (5) implement a reporting framework that will ensure that relevant members of management report to the Board on diversity, and in particular gender and diversity amongst employees and consultants so that the Board can monitor the Company's progress towards, and achievement of, the diversity objectives that have been set.

## **8 Reporting**

8.1 In its Corporate Governance Statement, the Company will report on:

- (1) key features of this policy;
- (2) measurable objectives for achieving gender diversity and the progress towards achieving them; and
- (3) either:
  - (i) the respective proportions of men and women on the Board, in senior executive positions and across the whole workforce (including how the Company has defined 'senior executive' for these purposes); or
  - (ii) Appen's most recent "Gender Equality Indicators" as defined in and published under the Workplace Gender Equality Act.

## **9 Review and Publication of this Policy**

9.1 This policy will be reviewed on an annual basis to ensure it remains relevant to the current needs of the Company. The Policy may be amended by resolution of the Board.

9.2 This policy will be made available to all directors and employees and will be disclosed on Appen's website.

Adopted on 17 December 2020