

# **Diversity Policy**

**Biome Australia Limited**  
ACN 627 364 014  
**(Company)**

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## 1 Scope of policy

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The Company is committed to promoting diversity within the Company and recognises the value of diversity in achieving the Company's corporate objectives and maximising value to shareholders. To this end, the Company aims to design and implement diversity strategies:

- (a) in its employment practices, to promote diversity and inclusion regardless of employees' experiences, perspectives, professional skills, gender, gender identity, age, sexual orientation, marital or family status, disabilities, ethnicity, religious beliefs, cultural and socioeconomic backgrounds; and
- (b) across all components of the Company's business practices, including through its education programs, selection programs for consultants, mentoring programs and community and corporate social responsibility initiatives.

The Company considers that diversity within the Company will improve the quality of decision-making, productivity and teamwork amongst its employees. This policy is to be read in accordance with the Company's Statement of Values.

This policy applies to the Company's board of directors (**Board**), senior management, employees and contractors.

Valuing and managing diversity means that the Company will:

- (a) recognise that people come from various backgrounds and that diversity is a valuable asset to the Company;
- (b) facilitate equal employment opportunities based on relative ability, performance or potential;
- (c) create an inclusive workplace culture;
- (d) build a safe work environment by taking action against inappropriate workplace and business behaviour including discrimination, harassment, bullying, victimisation and vilification; and
- (e) develop flexible work practices to meet the diverse needs of its employees; and
- (f) review and remain accountable for diversity principles and policies.

References in this Policy to the Company include references to Biome Australia Limited and all its subsidiaries.

## 2 Diversity framework

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The Company aspires to achieve the objectives set out in this policy and aims to embed a strong diversity framework within its systems and culture so that its ability to benefit from the value of diversity is maximised as the Company continues to expand.

### 2.1 Board responsibilities

The Board is responsible for designing and overseeing the implementation of this diversity policy.

The directors of the Company will be responsible for promoting diversity within the Company's culture and monitoring the effectiveness of the Company's diversity policy. The Company recognises that it needs to provide management with appropriate guidance in order to foster a value for diversity within its management culture. To achieve this, the Company is committed to providing its management with the appropriate training and resources to understand the benefits of diversity in recruitment strategies and day-to-day management strategies. The Board will also be required to develop initiatives that will promote and achieve diversity goals.

The Board is responsible for reviewing this diversity policy annually and will assess the status of diversity within the Company and the effectiveness of this policy in achieving the measurable objectives which have been set to achieve diversity.

## 2.2 **Employees**

All employees are required to act in a manner that supports diversity within the workplace and promotes the objectives set out in this diversity policy. Employees are encouraged to provide feedback to management regarding programs or initiatives which will improve this diversity policy.

## 2.3 **Gender diversity**

The Company is committed to achieving gender diversity across all levels within the Company. The Company acknowledges that gender diversity contributes to the achievement of a diverse corporate structure within which persons are appointed and advanced based on merit, without bias.

The Company and the Board recognise that gender diversity:

- (a) broadens the pool of high-quality directors and employees;
- (b) is likely to support employee retention;
- (c) is likely to encourage greater innovation by drawing on different perspectives;
- (d) is a socially and economically responsible governance practice; and
- (e) will improve the Company's corporate reputation.

The Board is responsible for reviewing the need for and setting measurable objectives to assist the Company to achieve gender diversity and review the Company's progress in meeting these objectives and the effectiveness of these objectives each year. The Nomination and Remuneration Committee may recommend such measurable objectives to the Board in light of the Company's general selection policy for directors, officers and employees. These objectives are to be set and disclosed for each reporting period.

The Nomination and Remuneration Committee will report to the Board on the effectiveness of the Company's diversity objectives each year (if any). This report will set out any measurable objectives for the period, outline the Company's progress towards achieving those objective and will include a review of the relative proportions of people of various genders at all levels in the organisation. If no measurable objectives were set for that period, the report will detail how the Company ensures that it is diverse despite not having measurable targets. This report will be disclosed each year.

The Board will also provide employees on extended parental leave the opportunity to maintain their connection to the Company.

## 2.4 **Non-inclusive or discriminative behaviour**

The Company does not tolerate behaviours that undermine a diverse and inclusive workplace, including but not limited to behaviours such as discrimination, harassment, bullying, victimisation and vilification. Each of these terms is explained in further detail below:

- (a) Direct discrimination is denying a person of an opportunity or treating them less favourably because they belong to a particular group or category.

For example: not employing a female applicant on the grounds of males typically doing the job.

- (b) Indirect discrimination occurs when an action or policy which appears to treat everyone equally, has a discriminatory effect against a certain group of people.

For example: holding workplace meetings after work hours when employees with family responsibilities would find it hard to attend.

- (c) Harassment is any form of behaviour that is unwelcome and which offends, humiliates or intimidates a person.
- (d) Sexual Harassment is any form of unwelcome sexual attention. This may be obvious or indirect, physical, or verbal, intentional or unintentional, or behaviour that creates a sexually hostile or intimidating environment.
- (e) Bullying is the repeated less favourable treatment of a person by another or others that may be considered unreasonable and inappropriate workplace behaviour. The behaviours can be physical, verbal or non-verbal.

For example: assaulting, shouting or isolating a person in the workplace.

- (f) Victimisation is when an employee is treated less favourably for making a complaint or providing information as a witness.

For example: using pay back, refusing to acknowledge the person, removing or reducing benefits.

- (g) Vilification is conduct that incites hatred against, serious contempt for, or revulsion or severe ridicule of another person or group of persons on the grounds of race, ethno-religious beliefs, HIV or AIDS, transgender or homosexuality.

For example: graffiti that encourages hatred of a particular race of people.

The Company encourages employees to speak up about unacceptable behaviour in the workplace and commits to take action against any such behaviour.

### **3 Review and publication of this policy**

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The Board will review this policy annually. This policy may be amended by resolution of the Board.

This policy is available on the Company's website. Key features are published in:

- (a) either the annual report or on the Company's website; and
- (b) in the Appendix 4G to be lodged with the ASX at the same time as lodgement of the annual report.

**Approved by the Board on 30 September 2021**