



Mikoh Corporation Limited

DIVERSITY POLICY

1. Statement of commitment

On 30 June 2010, the ASX Corporate Governance Council released the Amended ASX Principles and Recommendations which included amendments in relation to diversity. Mikoh Corporation Limited (the **Company**) is committed to adopting best practice corporate governance standards.

Diversity recognises and values the contribution of people with differences in background, experience and perspectives. Diversity encompasses but is not limited to, gender, age, ethnicity and cultural background. The Company is committed to fostering a corporate culture that embraces and values diversity and using that diversity to deliver business outcomes.

1.1. Related policies

The Diversity Policy (the **Policy**) is to be addressed in conjunction with the Company's other Corporate Governance statements, copies of which are available on the Company's website. New employees are introduced to the Policy as part of their induction training. Periodical training is then provided throughout the course of their employment.

1.2. Scope

This Policy applies to all Company employees including contractors and temporary employees. Any Company employee who deals with agents, contractors or consultants who represent the Company must make them aware of this Policy and that the Company expects them to conduct their behavior in accordance with this Policy. All new or replacement contracts with agents, contractors or consultants must include a clause requiring the agent, contractor or consultant to comply with the Company's Diversity Policy.

2. Objectives

Employees are consulted annually to gain insight into potential barriers to diversity and issues and opportunities for further action. Employee feedback is used to assist with the annual review of the Policy.

2.1. Gender diversity

Gender equality at all levels of the organisation is a key component of the Policy. Increasing the gender diversity at all levels will remain one of our strategic priorities on an ongoing basis.

In addition to recruitment protocols, there are a number of other initiatives we have in place to promote gender diversity, such as:

- Mentoring and professional development programs
- Networking opportunities
- Pay equity to ensure equal pay for equal work across our workforce
- Mentoring and support networks for women who return from maternity leave
- Training and awareness programs to foster a corporate culture that embraces and values diversity.



2.2. Equal employment opportunities

Recruitment and succession planning at the Company is based on capability and performance. Testing, independent evaluations and behavioral interviewing are used to promote equitable and unbiased selection and promotion decisions.

As part of this process, we recognize the value of recruiting, selecting and promoting employees with different backgrounds, knowledge and experience.

2.3. Inclusive culture in the workplace

An inclusive work culture is to the benefit of all staff. The Company is committed to workplace training to ensure employees understand and appreciate what diversity is and how it impacts the broader work environment.

The Company is committed to taking all reasonable steps to prevent discrimination and harassment, including sexual harassment. Employees from different cultures and religions are welcomed and valued. Employees who have cultural or religious commitments are supported to participate in these activities through flexible work arrangements.

2.4. Flexible work practices

The Company acknowledges and supports the needs of a diverse workforce, such as employees that may hold parental or family care giving responsibilities. To ensure flexibility is implemented equitably, all managers receive training in how to assess and manage flexible work arrangements and are encouraged to support team members with flexibility.

3. Measurement

Management will report annually to the Board on progress and initiatives that promote diversity within the Company. The following dimensions will be measured and reported on:

- The gender ratio employed by the company
- The gender ratio in senior executive positions
- The gender ratio on the Board
- Age workforce composition
- Employees from non-English speaking backgrounds
- Employees identifying as either Aboriginal or Torres Strait Islander
- Employees disclosing that they have a disability.

4. Accountability

The Company Board, assisted by management, is responsible for devising and implementing this Policy and for reviewing the Policy on an annual basis. To ensure diversity is embedded in business practices and behaviors, our day to day procedures support diversity, inclusivity and equity and all employees are expected to be accountable for their commitment to diversity in the workplace.



The Board is responsible for reporting against the recommendations put forth in the ASX Principles and Recommendations in the annual report. Progress against the measurable diversity objectives set by the Board will be disclosed in each annual report of the Company.

5. Breach of the Policy

Any breach of applicable laws, prevailing business ethics or other aspects of this Policy may result in disciplinary action. Such disciplinary action may include (depending on the severity of the breach) reprimand, formal warning, demotion or termination of employment.

Similar disciplinary action may be taken against any supervisor or manager who directly approves of such action or has knowledge of the action and does not immediately take appropriate remedial action.

Breach of applicable laws or regulations may also result in prosecution by the appropriate authorities. The Company will not pay, directly or indirectly, any penalties imposed on a Director or employee as a result of a breach of law or regulation.

Employees with concerns about workplace conduct may raise their concerns through their manager or a number of established channels. Employees are able to do this without fear of reprisal or retribution as their identity and report are kept in the strictest confidence. External third party reporting procedures are available to employees to provide them with the assurance that their identity will be kept confidential at all times.