# **Appendix 4G**

# Key to Disclosures Corporate Governance Council Principles and Recommendations

Name of entity					
Micha	Michael Hill International Limited				
ABN/ARBN Financial year ended:			Financial year ended:		
25 61	0 937 598		30 June 2024		
Our corporate governance statement <sup>1</sup> for the period above can be found at: <sup>2</sup>			ound at: <sup>2</sup>		
	These pages of our annual report:				
$\boxtimes$	This URL on our website:	investor.michaelhill.com/corporate	egovernance		
The Corporate Governance Statement is accurate and up to date as at 11 September 2024 and has been approved by the board.					
The an	nexure includes a key to w	here our corporate governance dis	closures can be located.3		
Date: 23 September 2024					
Name of authorised officer authorising lodgement:		Kate Palethorpe, Company Secre	etary		

Listing Rule 4.10.3 requires an entity that is included in the official list as an ASX Listing to include in its annual report either a corporate governance statement that meets the requirements of that rule or the URL of the page on its website where such a statement is located. The corporate governance statement must disclose the extent to which the entity has followed the recommendations set by the ASX Corporate Governance Council during the reporting period. If the entity has not followed a recommendation for any part of the reporting period, its corporate governance statement must separately identify that recommendation and the period during which it was not followed and state its reasons for not following the recommendation and what (if any) alternative governance practices it adopted in lieu of the recommendation during that period.

Under Listing Rule 4.7.4, if an entity chooses to include its corporate governance statement on its website rather than in its annual report, it must lodge a copy of the corporate governance statement with ASX at the same time as it lodges its annual report with ASX. The corporate governance statement must be current as at the effective date specified in that statement for the purposes of Listing Rule 4.10.3.

Under Listing Rule 4.7.3, an entity must also lodge with ASX a completed Appendix 4G at the same time as it lodges its annual report with ASX. The Appendix 4G serves a dual purpose. It acts as a key designed to assist readers to locate the governance disclosures made by a listed entity under Listing Rule 4.10.3 and under the ASX Corporate Governance Council's recommendations. It also acts as a verification tool for listed entities to confirm that they have met the disclosure requirements of Listing Rule 4.10.3

The Appendix 4G is not a substitute for, and is not to be confused with, the entity's corporate governance statement. They serve different purposes and an entity must produce each of them separately.

See notes 4 and 5 below for further instructions on how to complete this form.

<sup>&</sup>lt;sup>1</sup> "Corporate governance statement" is defined in Listing Rule 19.12 to mean the statement referred to in Listing Rule 4.10.3 which discloses the extent to which an entity has followed the recommendations set by the ASX Corporate Governance Council during a particular reporting period.

<sup>&</sup>lt;sup>2</sup> Tick whichever option is correct and then complete the page number(s) of the annual report, or the URL of the web page, where your corporate governance statement can be found. You can, if you wish, delete the option which is not applicable.

<sup>&</sup>lt;sup>3</sup> Throughout this form, where you are given two or more options to select, you can, if you wish, delete any option which is not applicable and just retain the option that is applicable. If you select an option that includes "OR" at the end of the selection and you delete the other options, you can also, if you wish, delete the "OR" at the end of the selection.

#### ANNEXURE - KEY TO CORPORATE GOVERNANCE DISCLOSURES

Corporate Governance Council recommendation		Where a box below is ticked, <sup>4</sup> we have followed the recommendation in full for the whole of the period above. We have disclosed this in our Corporate Governance Statement:	Where a box below is ticked, we have NOT followed the recommendation in full for the whole of the period above. Our reasons for not doing so are:5
PRINC	IPLE 1 – LAY SOLID FOUNDATIONS FOR MANAGEMENT AND O	/ERSIGHT	
1.1	A listed entity should have and disclose a board charter setting out:  (a) the respective roles and responsibilities of its board and management; and  (b) those matters expressly reserved to the board and those delegated to management.	and we have disclosed a copy of our board charter at investor.michaelhill.com/corporategovernance	
1.2	A listed entity should:     (a) undertake appropriate checks before appointing a director or senior executive or putting someone forward for election as a director; and     (b) provide security holders with all material information in its possession relevant to a decision on whether or not to elect or re-elect a director.		
1.3	A listed entity should have a written agreement with each director and senior executive setting out the terms of their appointment.		
1.4	The company secretary of a listed entity should be accountable directly to the board, through the chair, on all matters to do with the proper functioning of the board.		

<sup>&</sup>lt;sup>4</sup> Tick the box in this column only if you have followed the relevant recommendation in full for the whole of the period above. Where the recommendation has a disclosure obligation attached, you must insert the location where that disclosure has been made, where indicated by the line with "insert location" underneath. If the disclosure in question has been made in your corporate governance statement, you need only insert "our corporate governance statement". If the disclosure has been made in your annual report, you should insert the page number(s) of your annual report (eg "pages 10-12 of our annual report"). If the disclosure has been made on your website, you should insert the URL of the web page where the disclosure has been made or can be accessed (eg "www.entityname.com.au/corporate governance/charters/").

<sup>&</sup>lt;sup>5</sup> If you have followed all of the Council's recommendations in full for the whole of the period above, you can, if you wish, delete this column from the form and re-format it.

Corpo	orate Governance Council recommendation	Where a box below is ticked, <sup>4</sup> we have followed the recommendation in <u>full</u> for the <u>whole</u> of the period above. We have disclosed this in our Corporate Governance Statement:	Where a box below is ticked, we have NOT followed the recommendation in full for the whole of the period above. Our reasons for not doing so are:5
1.5	A listed entity should:  (a) have and disclose a diversity policy;  (b) through its board or a committee of the board set measurable objectives for achieving gender diversity in the composition of its board, senior executives and workforce generally; and  (c) disclose in relation to each reporting period:  (1) the measurable objectives set for that period to achieve gender diversity;  (2) the entity's progress towards achieving those objectives; and  (3) either:  (A) 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); or  (B) if the entity is a "relevant employer" under the Workplace Gender Equality Act, the entity's most recent "Gender Equality Indicators", as defined in and published under that Act.  If the entity was in the S&P / ASX 300 Index at the commencement of the reporting period, the measurable objective for achieving gender diversity in the composition of its board should be to have not less than 30% of its directors of each gender within a specified period.	and we have disclosed a copy of our diversity policy at investor.michaelhill.com/corporategovernance and we have disclosed the information referred to in paragraph (c) in our Corporate Governance Statement.  The company was not in the S&P / ASX 300 Index at the commencement of the reporting period.	
1.6	A listed entity should:     (a) have and disclose a process for periodically evaluating the performance of the board, its committees and individual directors; and     (b) disclose for each reporting period whether a performance evaluation has been undertaken in accordance with that process during or in respect of that period.	and we have disclosed the evaluation process referred to in paragraph (a) in our Corporate Governance Statement, and whether a performance evaluation was undertaken for the reporting period in accordance with that process in our Corporate Governance Statement.	

Corporate Governance Council recommendation		Where a box below is ticked, 4 we have followed the recommendation in full for the whole of the period above. We have disclosed this in our Corporate Governance Statement:	Where a box below is ticked, we have NOT followed the recommendation in full for the whole of the period above. Our reasons for not doing so are:5
1.7	A listed entity should:     (a) have and disclose a process for evaluating the performance of its senior executives at least once every reporting period; and     (b) disclose for each reporting period whether a performance evaluation has been undertaken in accordance with that process during or in respect of that period.	and we have disclosed the evaluation process referred to in paragraph (a) in our Corporate Governance Statement, and whether a performance evaluation was undertaken for the reporting period in accordance with that process in our Corporate Governance Statement.	

Corpor	ate Governance Council recommendation	Where a box below is ticked, <sup>4</sup> we have followed the recommendation in <u>full</u> for the <u>whole</u> of the period above. We have disclosed this in our Corporate Governance Statement:	Where a box below is ticked, we have NOT followed the recommendation in full for the whole of the period above. Our reasons for not doing so are: <sup>5</sup>
PRINCI	PLE 2 - STRUCTURE THE BOARD TO BE EFFECTIVE AND ADD	VALUE	
2.1	The board of a listed entity should:  (a) have a nomination committee which:  (1) has at least three members, a majority of whom are independent directors; and  (2) is chaired by an independent director, and disclose:  (3) the charter of the committee;  (4) the members of the committee; and  (5) as at the end of each reporting period, the number of times the committee met throughout the period and the individual attendances of the members at those meetings; or  (b) if it does not have a nomination committee, disclose that fact and the processes it employs to address board succession issues and to ensure that the board has the appropriate balance of skills, knowledge, experience, independence and diversity to enable it to discharge its duties and responsibilities effectively.	and we have disclosed the fact that we do not have a nomination committee and the processes we employ to address board succession issues and to ensure that the board has the appropriate balance of skills, knowledge, experience, independence and diversity to enable it to discharge its duties and responsibilities effectively in our Corporate Governance Statement.	
2.2	A listed entity should have and disclose a board skills matrix setting out the mix of skills that the board currently has or is looking to achieve in its membership.	and we have disclosed our board skills matrix in our Corporate Governance Statement.	

Corporate Governance Council recommendation		Where a box below is ticked, 4 we have followed the recommendation in full for the whole of the period above. We have disclosed this in our Corporate Governance Statement:	Where a box below is ticked, we have NOT followed the recommendation in full for the whole of the period above. Our reasons for not doing so are: <sup>5</sup>
2.3	<ul> <li>A listed entity should disclose:</li> <li>(a) the names of the directors considered by the board to be independent directors;</li> <li>(b) if a director has an interest, position, affiliation or relationship of the type described in Box 2.3 but the board is of the opinion that it does not compromise the independence of the director, the nature of the interest, position or relationship in question and an explanation of why the board is of that opinion; and</li> <li>(c) the length of service of each director.</li> </ul>	and we have disclosed the names of the directors considered by the board to be independent directors in our Corporate Governance Statement; and, where applicable, the information referred to in paragraph (b) in our Corporate Governance Statement; and length of service of each director in our Corporate Governance Statement.	
2.4	A majority of the board of a listed entity should be independent directors.		During the financial year, a majority of directors (4 of 7), including the Chair, were independent, however this reduced to 3 of 6 independent directors when Jacquie Naylor retired effective 8 April 2024. The Company is satisfied the Board operates independently of management and is highly effective in promoting the best interests of the Company and its shareholders as set out in our Corporate Governance Statement. Further, subsequent to the end of the 2024 financial year, the Board appointed an additional independent non-executive director, which results in a majority of the board being independent directors (4 of 7).
2.5	The chair of the board of a listed entity should be an independent director and, in particular, should not be the same person as the CEO of the entity.	$\boxtimes$	
2.6	A listed entity should have a program for inducting new directors and for periodically reviewing whether there is a need for existing directors to undertake professional development to maintain the skills and knowledge needed to perform their role as directors effectively.		

Corporate Governance Council recommendation		Where a box below is ticked, we have followed the recommendation in full for the whole of the period above. We have disclosed this in our Corporate Governance Statement:  Where a box below is ticked, we have NOT followed the recommendation in full for the whole of the period above. Our reasons for not doing so are:5
PRINCI	PLE 3 – INSTIL A CULTURE OF ACTING LAWFULLY, ETHICALLY	AND RESPONSIBLY
3.1	A listed entity should articulate and disclose its values.	and we have disclosed our values in our Corporate Governance Statement.
3.2	A listed entity should:     (a) have and disclose a code of conduct for its directors, senior executives and employees; and     (b) ensure that the board or a committee of the board is informed of any material breaches of that code.	and we have disclosed our code of conduct at investor.michaelhill.com/corporategovernance, which details the material breach reporting process
3.3	A listed entity should:  (a) have and disclose a whistleblower policy; and  (b) ensure that the board or a committee of the board is informed of any material incidents reported under that policy.	and we have disclosed our whistleblower policy at investor.michaelhill.com/corporategovernance, which details the material incident reporting process
3.4	A listed entity should:  (a) have and disclose an anti-bribery and corruption policy; and  (b) ensure that the board or committee of the board is informed of any material breaches of that policy.	and we have disclosed our anti-bribery and corruption policy at investor.michaelhill.com/corporategovernance, which details the material breach reporting process

Corpora	ate Governance Council recommendation	Where a box below is ticked, <sup>4</sup> we have followed the recommendation <u>in full</u> for the <u>whole</u> of the period above. We have disclosed this in our Corporate Governance Statement:	Where a box below is ticked, we have NOT followed the recommendation in full for the whole of the period above. Our reasons for not doing so are: <sup>5</sup>
PRINCI	PLE 4 – SAFEGUARD THE INTEGRITY OF CORPORATE REPORT	TS	
4.1	The board of a listed entity should:  (a) have an audit committee which:  (1) has at least three members, all of whom are non-executive directors and a majority of whom are independent directors; and  (2) is chaired by an independent director, who is not the chair of the board, and disclose:  (3) the charter of the committee;  (4) the relevant qualifications and experience of the members of the committee; and  (5) in relation to each reporting period, the number of times the committee met throughout the period and the individual attendances of the members at those meetings; or  (b) if it does not have an audit committee, disclose that fact and the processes it employs that independently verify and safeguard the integrity of its corporate reporting,	and we have disclosed a copy of the charter of the committee at investor.michaelhill.com/corporategovernance; and the information referred to in paragraphs (4) and (5) in the Directors' Report section of our 2024 Annual Report (on pages 35-39).	
	including the processes for the appointment and removal of the external auditor and the rotation of the audit engagement partner.		
4.2	The board of a listed entity should, before it approves the entity's financial statements for a financial period, receive from its CEO and CFO a declaration that, in their opinion, the financial records of the entity have been properly maintained and that the financial statements comply with the appropriate accounting standards and give a true and fair view of the financial position and performance of the entity and that the opinion has been formed on the basis of a sound system of risk management and internal control which is operating effectively.		
4.3	A listed entity should disclose its process to verify the integrity of any periodic corporate report it releases to the market that is not audited or reviewed by an external auditor.		

Corporate Governance Council recommendation		Where a box below is ticked, <sup>4</sup> we have followed the recommendation <u>in full</u> for the <u>whole</u> of the period above. We have disclosed this in our Corporate Governance Statement:	Where a box below is ticked, we have NOT followed the recommendation in full for the whole of the period above. Our reasons for not doing so are:5
PRINCI	PLE 5 – MAKE TIMELY AND BALANCED DISCLOSURE		
5.1	A listed entity should have and disclose a written policy for complying with its continuous disclosure obligations under listing rule 3.1.	and we have disclosed our continuous disclosure and external communications policy at investor.michaelhill.com/corporategovernance	
5.2	A listed entity should ensure that its board receives copies of all material market announcements promptly after they have been made.		
5.3	A listed entity that gives a new and substantive investor or analyst presentation should release a copy of the presentation materials on the ASX Market Announcements Platform ahead of the presentation.		
PRINCI	PLE 6 – RESPECT THE RIGHTS OF SECURITY HOLDERS		
6.1	A listed entity should provide information about itself and its governance to investors via its website.	and we have disclosed information about us and our governance on our website at investor.michaelhill.com	
6.2	A listed entity should have an investor relations program that facilitates effective two-way communication with investors.		
6.3	A listed entity should disclose how it facilitates and encourages participation at meetings of security holders.	and we have disclosed how we facilitate and encourage participation at meetings of security holders in our Corporate Governance Statement.	
6.4	A listed entity should ensure that all substantive resolutions at a meeting of security holders are decided by a poll rather than by a show of hands.		
6.5	A listed entity should give security holders the option to receive communications from, and send communications to, the entity and its security registry electronically.		

Corpora	te Governance Council recommendation	Where a box below is ticked, <sup>4</sup> we have followed the recommendation in <u>full</u> for the <u>whole</u> of the period above. We have disclosed this in our Corporate Governance Statement:	Where a box below is ticked, we have NOT followed the recommendation in full for the whole of the period above. Our reasons for not doing so are: <sup>5</sup>
PRINCIP	PLE 7 – RECOGNISE AND MANAGE RISK		
7.1	The board of a listed entity should:  (a) have a committee or committees to oversee risk, each of which:  (1) has at least three members, a majority of whom are independent directors; and  (2) is chaired by an independent director, and disclose:  (3) the charter of the committee;  (4) the members of the committee; and  (5) as at the end of each reporting period, the number of times the committee met throughout the period and the individual attendances of the members at those meetings; or  (b) if it does not have a risk committee or committees that satisfy (a) above, disclose that fact and the processes it employs for overseeing the entity's risk management framework.	and we have disclosed a copy of the charter of the committee at investor.michaelhill.com/corporategovernance; and the information referred to in paragraphs (4) and (5) in the Directors' Report section of our 2024 Annual Report (page 39).	
7.2	The board or a committee of the board should:  (a) review the entity's risk management framework at least annually to satisfy itself that it continues to be sound and that the entity is operating with due regard to the risk appetite set by the board; and  (b) disclose, in relation to each reporting period, whether such a review has taken place.	and we have disclosed whether a review of the entity's risk management framework was undertaken during the reporting period in our Corporate Governance Statement.	

Corporate Governance Council recommendation		Where a box below is ticked, <sup>4</sup> we have followed the recommendation <u>in full</u> for the <u>whole</u> of the period above. We have disclosed this in our Corporate Governance Statement:	Where a box below is ticked, we have NOT followed the recommendation in full for the whole of the period above. Our reasons for not doing so are:5
7.3	A listed entity should disclose:  (a) if it has an internal audit function, how the function is structured and what role it performs; or  (b) if it does not have an internal audit function, that fact and the processes it employs for evaluating and continually improving the effectiveness of its governance, risk management and internal control processes.	and we have disclosed how our internal audit function is structured and what role it performs in our Corporate Governance Statement.	
7.4	A listed entity should disclose whether it has any material exposure to environmental or social risks and, if it does, how it manages or intends to manage those risks.	and we have disclosed whether we have any material exposure to environmental and social risks in our Corporate Governance Statement and Annual Report.	

Corporate Governance Council recommendation		Where a box below is ticked, <sup>4</sup> we have followed the recommendation <u>in full</u> for the <u>whole</u> of the period above. We have disclosed this in our Corporate Governance Statement:	Where a box below is ticked, we have NOT followed the recommendation in full for the whole of the period above. Our reasons for not doing so are:5
PRINCIP	PLE 8 – REMUNERATE FAIRLY AND RESPONSIBLY		
8.1	The board of a listed entity should:  (a) have a remuneration committee which:  (1) has at least three members, a majority of whom are independent directors; and  (2) is chaired by an independent director, and disclose:  (3) the charter of the committee;  (4) the members of the committee; and  (5) as at the end of each reporting period, the number of times the committee met throughout the period and the individual attendances of the members at those meetings; or  (b) if it does not have a remuneration committee, disclose that fact and the processes it employs for setting the level and composition of remuneration for directors and senior executives and ensuring that such remuneration is appropriate and not excessive.		The Company has established a People Development & Remuneration Committee (PDRC) and disclosed a copy of the charter of the committee at investor.michaelhill.com/corporategovernance. The information referred to in paragraphs (4) and (5) is disclosed in the Directors' Report section of our 2024 Annual Report (page 39).  The Chair of the PDRC, Ms Emma Hill, is not an independent director, as noted in our Corporate Governance Statement. Through many years of executive and non-executive experience within the Michael Hill business, Ms Hill has a comprehensive understanding of the Group and its business practices including human resources and remuneration frameworks. As all members of the PDRC are non-executive directors and the PDRC is composed of a majority of independent directors, the Board is of the view that governance of the PDRC is not adversely affected by the PDRC Chair not being independent.
8.2	A listed entity should separately disclose its policies and practices regarding the remuneration of non-executive directors and the remuneration of executive directors and other senior executives.	and we have disclosed separately our remuneration policies and practices regarding the remuneration of non-executive directors and the remuneration of executive directors and other senior executives in our Corporate Governance Statement and in the Remuneration Report section of our 2024 Annual Report (pages 41-56).	
8.3	A listed entity which has an equity-based remuneration scheme should:     (a) have a policy on whether participants are permitted to enter into transactions (whether through the use of derivatives or otherwise) which limit the economic risk of participating in the scheme; and     (b) disclose that policy or a summary of it.	and we have disclosed our Trading Policy at investor.michaelhill.com/corporategovernance	



# MICHAEL HILL

INTERNATIONAL LIMITED

# 2024 CORPORATE GOVERNANCE STATEMENT

Michael Hill International Limited and its Board are pleased to present its 2024 Corporate Governance Statement. The Board recognises the importance of maintaining high standards of corporate governance as an integral part of ensuring the long-term success of the Company and maintaining shareholder value.

This Corporate Governance Statement reflects the corporate governance practices of Michael Hill Group in place for the financial year ended 30 June 2024, reviewed against the Corporate Governance Principles and Recommendations (4th edition) published by the ASX Corporate Governance Council.

This Corporate Governance Statement has been approved by the Board and is current as at 11 September 2024.

Policies, Reports and Charters referred to in this document can be viewed at Michael Hill's Investor Centre website, <u>investor.michaelhill.com</u>.

Capitalised terms used throughout this Corporate Governance Statement have the meaning given to them in the Definitions section found on page 2.

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#### **DEFINITIONS**

Capitalised terms in this Corporate Governance Statement have the following meaning:

AGM means annual general meeting

Annual Report refers to the annual report of the Group for the financial year ending 30 June 2024

ARMC means the Audit and Risk Management Committee established by the Board

Board means the board of directors of the Company

CEO means the Chief Executive Officer of the Group

CFO means the Chief Financial Officer of the Group

Company means Michael Hill International Limited

**Executives** means the executive team members of the Group

Group means the Company and its subsidiaries

Investor Centre website means the Group's investor centre which can be found at investor.michaelhill.com.

Management means the CEO, Executives and senior leaders of the Group responsible for the management of the Group

PDRC means the People, Development and Remuneration Committee established by the Board

**Team Members** has the meaning given in section 3.2

Values means the Group's values as described in section 3.1.

References to the 'year', financial year or FY24 refer to the financial year ended 30 June 2024.

#### PRINCIPLE 1:

LAY SOLID FOUNDATIONS FOR MANAGEMENT AND OVERSIGHT

## 1.1 Delineation of role of Board and Management

The Group recognises the importance of clearly distinguishing the roles of the Board and the Group's Executives. This distinction is set out in the Board Charter (available on the Investor Centre website), which provides a clear delineation between the functions and responsibilities reserved for the Board and those delegated to management.

The Board is ultimately responsible to Michael Hill's shareholders for the performance of the Group in both the short and long term. The roles and responsibilities of the Board include (amongst other matters):

- · defining the Company's purpose and setting its strategic, operational, and financial objectives
- monitoring the overall performance of the Company
- approving the Company's Values and code of conduct to underpin the desired culture within the Company
- overseeing the development and implementation, and regular review, of the Company's frameworks for: diversity and inclusion; whistleblower protection; anti-bribery and corruption; and anti-money laundering
- demonstrating leadership in the development, implementation and monitoring of strategic, operational and financial objectives of the Company
- appointing and replacing the CEO and Company Secretary
- approving the appointment and, where appropriate, replacement of members of the Group Executive
- overseeing Management's implementation of the Group's strategic objectives, instilling the Values and performance generally, and ensuring appropriate resources are available to Management
- appointing the Chair
- approving and monitoring the Group's operating budgets
- approving and monitoring the progress of major capital expenditure, capital management and acquisitions and divestitures
- approving and monitoring financial and other reporting systems of the Group (including external audit) and ensuring the integrity of these systems
- establishing and overseeing the Company's process for making timely and balanced disclosure of all material information in accordance with the ASX Listing Rules

- implementing and overseeing the Group's risk management framework (for both financial and non-financial risks) to enable risk to be identified, assessed, and managed and to set the risk appetite the Board expects Management to operate within
- satisfying itself that an appropriate framework exists for relevant information to be reported by Management to the Board
- holding Management accountable for delivery against the agreed strategy and plan
- satisfying itself that the Group's remuneration policies are aligned with its purpose, values, strategic objectives, and risk appetite
- monitoring the effectiveness of the Company's governance practices.

The Board formally delegates the day-to-day management of the Group's affairs and the implementation of the corporate strategy, policy initiatives and budgets to the CEO and Executives. The CEO and Executives are accountable to the Board and provide information to the Board on those activities, in a form and of a quality required by the Board to enable it to discharge its duties.

To effectively discharge its duties and responsibilities, the Board has established two committees:

- Audit and Risk Management Committee (ARMC); and
- People Development and Remuneration Committee (PDRC).

More information on these committees can be found at items 4.1, 7.1 and 8.1 of this Corporate Governance Statement.

Given its size, the Board has decided not to establish a separate Nominations Committee. Board succession and nomination matters are formally considered by the Board twice a year (see item 2.1 of this Corporate Governance Statement).

The Board meets formally at least six times per year and receives trading updates in months where no formal Board meeting is held. This year the Board met formally 11 times, either in person or by videoconference. The number of meetings held by the Board and its committees, and attendances, is detailed in the Directors' Report section of the Annual Report.

# 1.2 Appointment and election of Directors and Executives

The Board carefully considers the character, experience, education and skillset, as well as interests and associations, of potential candidates for appointment to the Board or to the Executive team. It also ensures appropriate verifications as to the suitability of the candidate are conducted prior to appointment. This includes using reputable external search firms and comprehensive referee, education and criminal history checks, as appropriate.

Prior to recommending a Director for election or re-election at an AGM, the Board considers all information available to it which is relevant to shareholders and has appropriate procedures in place to ensure that material information relevant to a decision to elect or re-elect a Director, is disclosed in the notice of meeting provided to shareholders, Material information known about the Director (including their skills, qualifications and expertise) is published on the Investor Centre website and contained in the relevant AGM notice of meeting, which is reviewed and approved by the Board before release.

# 1.3 Written contracts of appointment

The roles and responsibilities of Directors is set out in the Board and Committee Charters. Additionally, these roles and responsibilities are also formalised in a letter of appointment which each new Director receives and executes on their appointment. The letters of appointment specify the term of the appointment, the Company's expectations in relation to committee work or any other special duties attaching to the position, remuneration arrangements, disclosure obligations in relation to personal interests, confidentiality obligations, notification requirements for any potential conflict of interests, insurance and indemnity entitlements and details of the Group's key governance policies, such as the Trading Policy.

These letters of appointment are entered into with the Directors in their personal capacity (and not, for example, with an entity associated with the Director).

Each Executive enters into an employment contract which sets out the material terms of employment, including a description of the position and duties, reporting lines, remuneration arrangements and termination rights and entitlements.

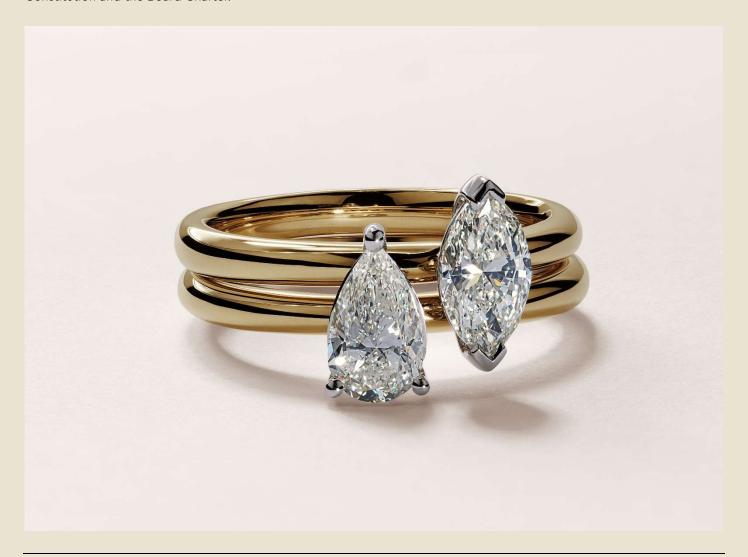
Summaries of the Group's service contracts with Key Management Personnel (KMP) are detailed in the Remuneration Report section of the Annual Report.

## 1.4 Company Secretary

Details of the Group's Company Secretaries, along with an overview of their experience and qualifications, are set out in the Directors' Report section of the Annual Report.

In accordance with the Board and Committee Charters, each Company Secretary is accountable to the Board for facilitating Michael Hill's corporate governance processes and the proper functioning of the Board. The Company Secretaries facilitate Board governance processes by coordinating meeting agendas, papers and minutes. They also ensure timely communications and filings with corporate regulatory bodies. Each Director is entitled to access the advice and services of the Group's Company Secretaries.

The appointment or removal of the Company Secretary is a matter for the Board as a whole, in accordance with the Constitution and the Board Charter.



## 1.5 Diversity

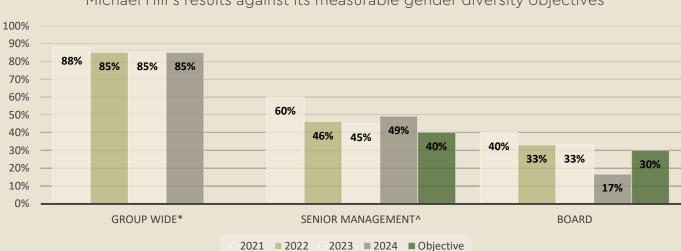
The Group believes that a commitment to diversity and inclusion fuels innovation, drives performance and improves team members' engagement and connection with each other, customers and the communities in which we operate, ultimately providing long-term benefits that enable the Group to achieve its goals and maximise shareholder value.

The Group's Diversity and Inclusion Policy, which is available on the Investor Centre website, outlines the Group's commitment to fostering a diverse and inclusive workplace and includes requirements for the Board, through the PDRC, to develop and maintain measurable objectives for ensuring diversity, and for the Executives to regularly review and monitor the Group's progress in achieving them.

The measurable objectives for gender diversity adopted by the Group are:

- 30% females on the Board
- female/male ratio in senior management roles (which include the CEO, Executive Team, regional management and support centre senior leadership) of 40%:60%
- no set objective for female representation Group wide, due to the consistently high representation of females in the Group's workforce.

The Group's 2024 report to the Workplace Gender Equality Agency is available on the Investor Centre website. The below chart also illustrates a comparison of the Group's results against its measurable gender diversity objectives as at the end of the past four years.



Michael Hill's results against its measurable gender diversity objectives

Of note, on 30 August 2024, after the conclusion of FY24, the Company appointed Claudia Batten as a Director. Following Claudia's appointment, 28.6% of the Board are female, which brings the Board's composition closer to the Group's objective of 30%. While the Board composition remains marginally below the Group's objective, the Board continues to focus on the importance of maintaining a diverse and inclusive workplace, and is confident, given the gender diversity statistics of the Group as a whole, that an appropriate level of gender diversity is achieved.

As the Group further matures in the diversity and inclusion space, it will work to capture and report on further diversity data, allowing for stronger talent management, succession planning and development of inclusive practices. This is an ongoing project and will be achieved through data capture during the recruitment process as well as through employee profiles in the Group's Human Resources Information System.

<sup>\*</sup> No set objective, due to the consistently high representation of females in Michael Hill Group's workforce

<sup>^</sup> Senior Management includes the CEO, Group Executive, regional management and support centre senior leadership

In the day-to-day operation of the business, the Group regularly shares educational updates and guides with its team members about culturally significant dates and other diversity matters, including supporting neurodivergence and differing physical abilities in the workplace, highlighting and supporting team member experiences of sexuality, mental health awareness and support, and general education initiatives. The Group will continue to highlight the diverse backgrounds and experiences of its team members, and the value that this diversity brings to the organisation as a whole.

# 1.6 Board performance reviews

The Company undertakes an annual performance review of its Board and the Board committees, as well as Directors individually. In FY24 the Board review was conducted internally.

The FY24 Board performance review was comprised of a questionnaire completed by both each Board member and Executive. The questionnaire included performance evaluation for the Board as a whole and individual Directors. The Chair conducted a follow up interview with each Director as well as a collective feedback session with the Executives.

All Directors and Executives who held positions during FY24 participated in the performance review process. Recommendations arising from the performance review have been built into an action plan to be implemented.

# 1.7 Management performance reviews

Each year the Board, through the PDRC, sets financial, operational, strategic and people-related performance objectives for the CEO and Executives. During the year, performance against these individual and Group objectives was assessed periodically and a formal performance evaluation for Executives was completed after the end of each half financial year.



#### PRINCIPLE 2:

#### STRUCTURE THE BOARD TO BE EFFECTIVE AND ADD VALUE

The Board operates in accordance with the principles set out in the Board Charter. The charter details the Board's composition and responsibilities. A copy of the charter is available on the Investor Centre website.

#### 2.1 Nominations committee

Given its size, the Board has decided not to establish a separate Nominations Committee. Instead, the entire Board takes accountability for decisions in respect of Board composition and succession issues, including the identification and evaluation of potential Directors.

As part of the Board's operating rhythm, nominations and succession matters are formally considered at least twice annually. The Board has adopted a Board Skills Matrix and, as part of the annual Board performance review process, the mix of Board skills and experience, as well as the independence of Board members, is evaluated. This includes evaluation of the mix of knowledge, skills and experience in the current Board, as well as the mix of these attributes which the Board is looking to achieve taking into account the changing nature of the Group's business. This process ensures that the Board has the appropriate balance of skills, knowledge and experience to discharge its obligations effectively and identifies any existing or future gaps considering emerging strategic, operational and governance issues.

Before a new Director is appointed, all Directors are provided detailed information about the potential appointee, and are given an opportunity to meet individually with the potential appointee.

#### 2.2 Board skills matrix

The Board has determined that each of the following is an essential personal attribute that must be possessed in order to be suitable to serve as a Director:

- high standards of personal integrity and ethical behaviour
- critical and sound judgement and decision making
- strong interpersonal and communication skills
- available to serve the needs of Michael Hill.

The Board considers that each Director has these attributes.

The Board has also identified a number of additional skill areas that it considers are important for the Board to possess in the context of the retail sector and the challenges it represents. These skills are set out below, together with the number of Directors that the Board considers possess each skill.

The Board recognises that each Director will not necessarily possess experience in all areas, so seeks to ensure that the Board is composed of an appropriate mix of Directors with skills, knowledge and experience in these areas. Where the Board requires further depth of expertise in any of these areas, or expertise in other areas, it seeks that expertise from within the Group and through external advisors where appropriate.

The Group's Board skills matrix overleaf provides an overview of the mix of skills of the Directors on the Board in FY24.

# Board Skills Matrix

TECHNICAL SKILL	EXPLANATION	NUMBER OF DIRECTORS*	
Retail sector	Experience and understanding of the retail industry, including an indepth knowledge of store operations, merchandising, product development, exporting and customer strategy.		
eCommerce and digital	Senior executive experience in consumer and brand marketing in eCommerce and digital media to create a seamless customer experience		
Marketing and branding	Ability to contribute to strategic positioning, marketing and promotion	5 of 7	
Strategic thinking	Ability to think strategically, identify and critically assess opportunities/threats, and development and/or implementation of effective and innovative enterprise-wide strategy		
High level of business acumen	Strong commercial expertise and experience working as a senior executive	7 of 7	
Financial acumen	Senior executive experience and detailed understanding of key financial drivers, corporate finance, accounting and reporting, and internal financial controls. Ability to analyse financial statements, critically assess investment proposals, contribute to financial planning, oversee budgets and funding/banking arrangements and critically assess Group financial performance	3 of 7	
International business development	A broad range of business experience in international markets. Ability to assess opportunities for the Company's continued growth outside Australia, plan for the future and have a general knowledge of risks of operating in foreign countries	4 of 7	
Experience in the countries in which the company conducts its business	Australia, New Zealand and Canada	6 of 7	
Technology and cyber security	Expertise and experience in the use of governance of information management and information technology, including personal information, privacy and security risk management.	3 of 7	
People and culture	Experience overseeing or implementing a company's culture and people management framework, including succession planning to develop talent, culture and identity. Board or senior executive experience in applying remuneration policy and framework, including linking remuneration to strategy and performance, and the legislative and contractual framework governing remuneration.	5 of 7	
Governance and risk management experience and expertise	Knowledge and expertise in corporate governance, risk management frameworks, and environmental and social governance and related policies and procedures. Ability to use expertise to ensure good Board governance of the Company, identify key risks and monitor risk and compliance with a focus on responsible and ethical operations.	4 of 7	
Supply chain and procurement management	Experience in managing or overseeing the operations of supply chains and distribution models and procurement in the retail industry		

<sup>\*</sup>denotes number of Directors on the Michael Hill Board with developed capability during the year. Stated figures are inclusive of Jacquie Naylor, who retired as a Director on 8 April 2024, and Dave Whittle, who was appointed as a Director on 2 August 2023.

# 2.3 Director independence and length of service

At the conclusion of the year, the Board comprised five non-executive Directors (including the Chair), together with the CEO and Managing Director, Daniel Bracken. A sixth non-executive Director, Jacquie Naylor, also served on the Board for the majority of the year, but retired as a Director effective 8 April 2024.

The relevant matters of independence and the period of service of each Director are set out in the table below.

The Company listed on the ASX in July 2016 and is the parent company of the Group. Prior to July 2016, the Group's parent company was Michael Hill New Zealand Limited which was listed on the New Zealand Stock Exchange (NZX). Periods of service as Director of both companies are detailed below.

Name	Independent Yes/No	Period of service as Director of Michael Hill International Limited	Period of service as a Director of Michael Hill New Zealand Limited prior to Michael Hill International Limited listing on the ASX
Rob Fyfe (Chair)	Yes	9 June 2016 – present	6 January 2014 – 5 August 2016
Emma Hill	No – substantial shareholder and close family ties with Sir Michael Hill	9 June 2016 – present	22 February 2007 - current
Sir Michael Hill	No – substantial shareholder and close family ties with Emma Hill	9 June 2016 – present	30 March 1990 - 29 June 2016
Gary Smith	Yes	24 February 2016 - present	2 November 2012 – 5 August 2016
Jacquie Naylor	Yes	15 July 2020 – 8 April 2024	Not applicable
Daniel Bracken	No – Managing Director and CEO	28 June 2021 – present	Not applicable
Dave Whittle	Yes	2 August 2023 - present	Not applicable

# 2.4 Majority of Board are independent Directors

During most of FY24, a majority of Directors on the Board were independent (4 of 7). Following Jacquie Naylor's retirement as a Director on 8 April 2024, and for the remainder of FY24, half of the Directors on the Board were independent (3 of 6).

In addition, on 30 August 2024, the Company appointed an additional independent Director, Claudia Batten, resulting again in the majority of Directors being independent (4 of 7) from the date of Claudia's appointment.

In assessing the independence of Directors, the Group regards a Director as independent when they meet the following criteria:

- is not a substantial shareholder of the Company or an officer of, or otherwise associated directly with, a substantial shareholder of the Company
- has no material contractual relationship with the Company or another Group member other than as a Director
- within the last three years has not:
  - o been employed in an executive capacity by the Company or another Group member
  - been a partner, director or senior employee of a provider of material professional services to the Company or another Group member
  - been in a material business relationship (by example, as a supplier or customer) with the Company or another Group member, or an officer of, or otherwise associated with, an entity or person in such a relationship
- does not have close family ties with any person who falls within any of the categories described above

• has not served on the Board for a period which could, or could reasonably be perceived to, materially interfere with the Director's ability to act in the best interests of the Group or otherwise compromise their independence.

When considering whether a Director is an independent director, the Board assesses the materiality of such interest, position, association or relationship to determine whether it might influence, or might reasonably be perceived to influence, in a material respect, that Director's capacity to bring independent judgement on issues before the Board and to act in the best interests of the Group and its shareholders.

Under the terms and conditions of appointment, a Director must, at the earliest opportunity, advise the Chair if there is a change in their interests, positions, associations or relationships that could impact their independence.

The Company is satisfied the Board operates independently of management and is highly effective in promoting the best interests of the Company and its shareholders. While Rob Fyfe and Gary Smith have served as directors of the Company for a period of 10 years or more, the Board has considered the tenure of both individuals, and are of the view that the length of tenure does not compromise their independence and that both individuals add significant value to the Board given their extensive experience and skills, and bring objective and independent judgment to the Board's deliberations.

# 2.5 Independent chair

Rob Fyfe is the Group's independent Chair, appointed on 28 June 2021. Mr Fyfe brings a wealth of operational and strategic experience to the Group and has a comprehensive understanding of the Group and its business, having served as a Director of the Group since 6 January 2014. In December 2021, Mr Fyfe was appointed as a Companion of the New Zealand Order of Merit for his leadership and services to business.

Mr Fyfe's role is independent of the CEO and Executive management personnel.

# 2.6 Induction program and periodic professional development

The induction provided to new Directors and Executives aims to ensure that they have a full understanding of the Group's financial position, strategies, operations, culture, values and risk management framework from the outset, enabling them to actively participate in Board and executive decision-making as soon as possible. It also details the respective rights, duties, responsibilities, interaction and roles of the Board and Executives, the role of the Board committees and the Board's meeting arrangements.

Prospective Board members undertake a formal induction process which involves meeting each Director and Executive, as well as visits to stores, and the Head Office (which includes the manufacturing/design studio and distribution centre). Typically, a prospective Board member will attend three Board meetings in an advisory or observational capacity prior to being offered a Director position. The Board considers this a very valuable component of the induction process.

All Directors are encouraged to become a member of the Australian Institute of Company Directors (AICD) and to further their knowledge through participation in seminars hosted by the AICD and other forums sponsored by professional, industry, governance and Government bodies. During the course of the year, the Board receives accounting policy, regulatory and compliance updates as well as regular retail news updates and articles or briefings on topical subject matters relevant to the Group's strategy, people and operations.

From time to time, the Directors also participate in the Group's leadership forums and actively engage with the Group's employees in a range of settings including visiting the Group's stores and Head Office (including the manufacturing and distribution centre facilities) to understand of the Group's operational environment.

Professional development of individual Directors, and the Board as a whole, is evaluated as part of the annual Board performance review.

#### PRINCIPLE 3:

INSTIL A CULTURE OF ACTING LAWFULLY, ETHICALLY AND RESPONSIBLY

## 3.1 Group Values

The Group's values are set out in its Code of Conduct and illustrated below (Values). This Code of Conduct applies to all of the Group's team members, including the Directors, Group Executives and employees at all levels, as well as any contractors or consultants. The Group has embedded these Values in its approach to decision making and personal performance reviews. All team members are expected to live the Values and operate with a high level of honesty, fairness and integrity, ensuring the Group complies with all relevant legislation and the standards of the communities in which it operates.



Approachable & supportive



Passionate about making a difference



A team that accepts & respects



It's doing the right thing, always

#### 3.2 Code of conduct

The Board has established a Code of Conduct for Directors, Executives, employees, contractors and consultants (**Team Members**). The Code is available on the Investor Centre website.

The Code establishes the principles, standards and responsibilities to which the Group is committed with respect to both its internal dealings with employees and consultants, and external dealings with shareholders, customers, suppliers and the community at large. Among other things, the Code requires Team Members to act at all times with a high level of honesty, fairness and integrity, and in compliance with all relevant legislation and the standards of the communities in which the business operates. The Code also requires Team Members to report any unethical practices within the Group, or suspected or actual breaches of the Code via various reporting channels, including direct communication with their manager, a senior leader, Executive or Human Resources or, through our confidential whistleblower hotlines (which can be done anonymously in accordance with the Group's Whistleblower Policy).

All employees are required to undertake training on their obligations under the Code upon commencing employment, as well as completing annual refresher training thereafter.

During the year, any reported breaches of the Code were investigated in accordance with the Code and appropriate disciplinary or remedial action was taken. No material breaches of the Code were reported and accordingly, no breaches of the Code were reported to the Board or ARMC during the year.

# 3.3 Whistleblower policy

The Board is committed to developing a culture of transparency and accountability, where all Team Members are empowered to raise concerns about misconduct or anything improper, without fear of reprisal or punishment. To this end, the Board has established a Whistleblower Policy, which is available on the Investor Centre website.

The policy explains the process by which Team Members and other external parties can raise their concerns, and includes the ability to raise these concerns confidentially via third party service providers.

At each of its meetings, the ARMC receives a report on whistleblower matters from the Group Internal Audit and Risk Manager. The Group Internal Audit and Risk Manager also monitors and investigates trends and information collated from the incidents reported under the Whistleblower Policy, to ensure that any recurring concerns or changes in Team Member practices are appropriately escalated and/or addressed.

There were no material whistleblower complaints received during the year.

# 3.4 Anti-bribery and corruption policy

The Group is committed to operating its supply chain, business activities and business relationships in a professional, fair and ethical manner.

The Board has established an Anti-bribery and Corruption Policy, which is available on the Investor Centre website. The policy sets out the framework to ensure appropriate supplier due diligence is performed prior to the engagement of all new suppliers, particularly suppliers of key materials used in the Group's production supply chain, and to prevent the acceptance of bribes or gratuities that could compromise the integrity of the Group's decision-making processes or supplier relationships. The policy also supports the Group's commitment and actions to mitigate the risks of modern slavery in its supply chain.

Breaches of the Anti-bribery and Corruption Policy are presented to the ARMC for review when they arise.

No breaches of the policy were reported during the year.



#### PRINCIPLE 4:

SAFEGUARD THE INTEGRITY OF CORPORATE REPORTS

#### 4.1 Audit committee

The ARMC operates in accordance with its charter which is available on the Investor Centre website.

The ARMC's primary function is to assist the Board in discharging its responsibilities by:

- recommending and applying appropriate ethical standards in relation to the management of the Group and the conduct of the Group's business
- monitoring corporate conduct and ethics and the ongoing compliance with laws, regulations and Board policies;
- overseeing, reviewing and making recommendations to the Board in relation to all aspects of the Group's audit responsibilities and function (both internal and external) including financial reporting, systems and controls; and
- overseeing, review and marking recommendations to the Board in relation to the Group's risk management framework, practices and procedures.

The ARMC also provides the internal and external auditors with a clear line of direct communication at any time to either the Chair of the ARMC or the Chair of the Board.

The ARMC has authority, within the scope of its responsibilities, to seek any information it requires from any employee or external party including seeking advice from external consultants or specialists where appropriate. In addition to the ARMC members, the CEO, CFO, Group Internal and Risk Audit Manager, Group Financial Controller, external auditors and Company Secretaries are regular attendees at ARMC meetings throughout the year.

In fulfilling its responsibilities, the ARMC, in accordance with its usual annual operating rhythm:

- receives regular reports from Management and the Group's internal and the external auditors, including the status of any remediation actions agreed by Management
- meets with the internal and external auditors four times during the year
- reviews the processes that the CEO and CFO have in place to support their certifications to the Board
- reviews any significant disagreements between the auditors and Management, irrespective of whether they have been resolved
- has the opportunity to meet separately with the external auditors at least twice per year in the absence of Management.

During the year, the ARMC consisted of the following independent non-executive Directors:

- Gary Smith (Chair)
- Rob Fyfe
- Jacquie Naylor (membership of ARMC ceased 8 April 2024)
- Dave Whittle (membership of ARMC commenced 13 November 2023)

Each member of the ARMC is financially literate and has an appropriate understanding of the retail industry. Mr Gary Smith is the Chair of the ARMC (and is not the Chair of the Group). Details of each Directors' qualifications and their attendance at ARMC meetings are set out in the Directors' Report contained in the Annual Report.

# 4.2 CEO and CFO declarations in respect of financial statements

The Board received the relevant assurances from the CEO and CFO in the declarations provided in accordance with section 295A of the Corporations Act including that the financial statements give a true and fair view of the financial position and performance of the Group and comply with the accounting standards.

# 4.3 Integrity of periodic unaudited market releases

Michael Hill releases periodic corporate reports that are not audited or reviewed by the Group's external auditors, including the non-financial section of the Annual Report and half-yearly trading updates.

The ARMC monitors and reviews the process to verify the integrity of any periodic report that the Company releases to the market that is not audited or reviewed by the external auditor. The Board reviews half-yearly trading updates prior to their release (see principle 5.2) and can seek any further information or detail from Executives during that process.



#### PRINCIPLE 5:

MAKE TIMELY AND BALANCED DISCLOSURE

# 5.1 Continuous disclosure and communications policy

The Group's Continuous Disclosure and External Communications Policy sets out the guidelines adopted by the Group in relation to disclosure and communications. This policy is available on the Investor Centre website.

The policy sets out processes and practices that ensure the Company's compliance with its continuous disclosure obligations under the ASX and NZX Listing Rules and the Corporations Act. The policy also sets out trading blackout periods as well as guidelines to assist officers and employees of the Group to comply with the policy.

# 5.2 Providing market announcements to the Board

Where possible, the Board reviews all material market announcements prior to their release by the Company. Where this is not possible, at a minimum, the Chair and/or ARMC Chair reviews the material market announcement prior to release by the Company, in accordance with the Group's Continuous Disclosure and External Communications Policy.

When material market announcements are released (whether by the Company or by a third party), one of the Company Secretaries will provide the Board with a copy of the announcement promptly following the release, if the Board has not already been provided with а сору.

# 5.3 Disclosing substantive investor presentations

The Company provides regular presentations where all investors and shareholders are invited and provided the details to attend. This includes the AGM and the two half yearly financial results briefings. In those instances, the relevant presentation materials are released to the market prior to the start of those presentations. If the Company gives a new and substantive investor or analyst presentation, a copy of such presentation is released to the ASX ahead of the presentation.

In line with the Group's Continuous Disclosure and External Communications Policy, non-public information which is (or may be) market sensitive will not be disclosed at any individual investor or analyst discussion or meeting.



#### PRINCIPLE 6:

RESPECT THE RIGHTS OF SECURITY HOLDERS

#### 6.1 Investor website

The Company maintains an Investor Centre website. This website keeps investors informed of its corporate governance and financial performance, and provides investors with access to information on the Company's Board and Executives, copies of all announcements to the ASX and NZX, notices of meetings, annual reports, financial statements, investor presentation webcasts, and the Group's key corporate governance documents including the Constitution, Board and Committee Charters, Code of Conduct and other policies, as well as general information regarding the Group.

The Investor Centre website is located at investor.michaelhill.com.

## 6.2 Investor relations program facilitating two-way communication

The Company conducts regular in-person and virtual briefings including half year and full year results announcements, supported by one-on-one meetings, site visits and investor conferences to facilitate effective two-way communication with investors and other financial market participants. Access to Executives is provided at these events, with separate one-on-one or group meetings offered if possible and appropriate having regard to the Company's Continuous Disclosure and External Communications Policy.

# 6.3 Facilitating participation at meetings of shareholders

Shareholders are, unless specifically stated in a notice of meeting, eligible to vote on all resolutions to be decided by shareholders at a meeting of the Company. If shareholders are unable to attend the AGM, they are able to vote on the proposed resolutions in advance of the meeting or by appointing a proxy.

The Company's 2023 AGM was held virtually, using conferencing software that enabled shareholders to virtually attend the meeting from any location globally, provided they had an internet connection. Shareholders in attendance could participate in the meeting by voting in real time and asking questions online. This format saw a high level of attendance and (given the Company's secondary listing on the NZX) facilitates ease of attendance by its New Zealand based shareholders. The Company's 2024 AGM will also be held virtually, providing the same functionality to shareholders as provided at the 2023 AGM, including the ability to vote in real time and ask questions.

Shareholders are given an opportunity to ask questions of the Company and its auditor during the AGM, in addition to the option of submitting questions prior to the AGM.

# 6.4 Mechanism for deciding substantive resolutions

The Company's standard process is for all resolutions at meetings of shareholders to be decided by poll, regardless of whether the resolution is considered substantive.

# 6.5 Facilitating electronic communications to shareholders

The Company provides its investors the option to receive communications from and send communications to, the Company and the share registry electronically. The Company also maintains a dedicated investor relations email address which is monitored by the Company's investor relations team.

#### PRINCIPLE 7:

RECOGNISE AND MANAGE RISK

#### 7.1 Risk committee

The ARMC oversees the process for identifying and managing material risks to the Group in accordance with its charter, which is available on the Investor Centre website.

Further details regarding the ARMC, its membership and the number of meetings held during the year are set out in the response to Recommendation 4.1 in this Corporate Governance Statement.

# 7.2 Annual review of risk management framework

During the year, the ARMC reviewed relevant risks required to be managed by the Executives and updated the Group's risk management framework, including its internal audit and risk management functions. The ARMC is satisfied that:

- the Group's risk management framework remains sound and appropriate for the Group's business
- the business is operating with due regard to the risk appetite set by the Board
- the risk management framework deals adequately with contemporary and emerging risks such as conduct risk, technology and digital disruption, cyber security, privacy and data breaches, sustainability and climate change.
- the risk management framework appropriately considers key business risks, including strategic, financial, compliance and project risks.

#### 7.3 Internal audit function

The Group has an internal audit function that operates under an internal audit charter approved by the Board.

The internal audit function is overseen by the ARMC. In accordance with the ARMC charter, the appointment or removal of the Group Internal Audit Manager is ultimately a matter for the ARMC.

Annually in June, the ARMC considers the internal audit and risk management plan to ensure it addresses the current operating environment and risks facing the Group. An update is also provided to the ARMC at two other meetings during the year to consider any changes to the operating environment.

#### 7.4 Environmental and Social risks

During the year, the Group continued its work to address environmental and social risk, and to improve its sustainable business practices. To this end, the Group is proud to maintain its certification from the Responsible Jewellery Council (RJC), demonstrating its commitment to responsible jewellery and promoting trust and transparency in its supply chains. The Group continues its long standing RJC membership, with re-certification to 2025 being achieved in FY23.

The Group identifies and manages material exposures to environmental or social risks in accordance with the Boardapproved risk appetite statements and tolerances incorporated in its risk management framework. Further details on the Group's sustainability strategy, approach and measures during the year can be found in the Group's Sustainability Report.

#### PRINCIPLE 8:

REMUNERATE FAIRLY AND RESPONSIBLY

#### 8.1 Remuneration committee

During the year, the PDRC consisted of Emma Hill (Chair), Rob Fyfe and Gary Smith. Details of each Directors' qualifications and their attendance at PDRC meetings are set out in the Directors' Report contained in the Annual Report.

These Directors are all non-executive Directors, a majority of whom are independent, however it is noted that the Chair of the PDRC, Ms Emma Hill, is not independent.

Ms Hill has many years of executive and non-executive experience within the Group's business and a comprehensive understanding of its business practices including human resources and remuneration frameworks. As all members of the PDRC are non-executive directors and a majority are independent Directors, the Board is of the view that governance is not adversely affected by there being a non-independent PDRC Chair.

The PDRC operates in accordance with its charter which is available on the Investor Centre website. The PDRC advises the Board on remuneration and incentive policies and practices generally and makes specific recommendations on remuneration packages and other terms of employment for the CEO, Executives and non-executive Directors.

#### The PDRC also:

- oversees Management succession planning, including the implementation of appropriate executive development programs
- oversees processes in relation to meeting diversity objectives for the Group
- reviews and determines the Group's remuneration policy and structure annually, including the performance goals
  and measures for the CEO and Executives, to ensure it remains aligned to business needs, meets the Group's
  remuneration principles, strategic and operating plan and promotes and incentivises conduct in accordance with
  the Group's Values and risk appetite
- has authority, within the scope of its responsibilities, to seek any information it requires from any employee or
  external party including engaging external consultants or specialists where appropriate.

Further information on remuneration of Directors and Key Management Personnel, including principles used to determine remuneration, is set out in the Remuneration Report contained in the Annual Report.

#### 8.2 Remuneration of Directors and Senior Executives

The Group seeks to attract and retain high performing Directors and Executives with appropriate skills, qualifications and experience to add value to the Group and enable the Group to meet or exceed its goals while operating within the framework of the Group's Values and risk appetite. The Board reviews requirements for additional capabilities at least annually.

The Executive remuneration framework is designed to strike an appropriate balance between market competitive fixed remuneration to attract and retain talent as well as performance-based remuneration strongly tied to Group performance.

The performance-based component includes both short term incentives (STIs) and long-term incentives (LTIs) and is designed to reward Executives for meeting or exceeding financial and personal objectives. The STI is an 'at risk' bonus with an 'On Target' component and an 'Outperformance' component, calculated as a percentage of the relevant Executive's fixed remuneration component. If achieved, the STI is paid in cash. The LTI is also calculated as a percentage of the relevant Executive's fixed remuneration component and provided in the form of share rights issued under the

Company's Long Term Incentive Plan Rules. Further details on the year's STI and LTI arrangements for Executives are set out in the Remuneration Report section of the Annual Report.

Non-executive Directors are paid fixed fees for their services in accordance with the Company's Constitution. Fees paid to non-executive Directors are a composite fee, covering all Board and Committee responsibilities as well as any contributions to a fund for the purposes of superannuation benefits. No other retirement benefit schemes are in place in respect to non-executive Directors. Non-executive Directors are not entitled to participate in the Company's Long Term Incentive Plan and receive no performance-based remuneration.

Directors are not required to have a minimum shareholding in the Company.

Further details regarding the remuneration of non-executive Directors are set out in the Remuneration Report contained in the Annual Report.

# 8.3 Hedging in equity incentive schemes

The Group has a Trading Policy which provides that Directors, the CEO, Executives and certain other categories of employees must not purchase or create any hedge or derivative attached to or based on securities in the Company (including shares, options and rights).

The Trading Policy is available on the Investor Centre website.



# MICHAEL HILL

INTERNATIONAL LIMITED