

DIVERSITY, EQUITY & INCLUSION POLICY

POLICY 1020

1. Purpose

Michael Hill Jeweller (**MHJ**) believes an enterprise commitment to Diversity and Inclusion enriches Team Member perspectives, fuels their innovation, drives performance and engagement and connects them closer to fellow Team Members, customers, shareholders and the communities in which we operate.

This policy:

- (a) demonstrates the commitment of MHJ's Board, Group Executive Team, Team Members and Workplace Participants to Diversity, Equity, and Inclusion
- (b) aims to foster a diverse and inclusive workforce and organisational culture at all levels of the business and within all markets in which it operates, driving performance and engagement of Team Members, Workplace Participants and other key stakeholders.

2. Statement

MHJ acknowledges that Diversity, Equity, and Inclusion is important to its ability to attract, retain and motivate Team Members from the widest possible pool of available talent and is committed to Diversity, Equity and Inclusion at all levels.

MHJ will foster a culture where diversity is welcomed, supported, and celebrated at all levels of the organisation and where all our Team Members can be their brilliant selves, all of the time.

In fulfilling this responsibility, MHJ will develop, implement, maintain, and regularly review a Diversity, Equity and Inclusion policy framework that incorporates measurable objectives and targets.

All Team Members of Michael Hill have a responsibility to always treat others with dignity and respect. All Team Members are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company-sponsored and participative events.

All Team Members are also required to complete annual diversity awareness training to enhance their knowledge to fulfill this responsibility.

Any Team Member found to have exhibited any inappropriate conduct or behaviour against others may be subject to disciplinary action.

Team Members who believe they have been subjected to any kind of discrimination that conflicts with the company's diversity policy and initiatives should seek assistance from a Team Leader or an HR Business Partner.

3. Scope and application

This Policy applies to MHJ, all its Team Members, Workplace Participants, contractors, consultants engaged by MHJ as well as locations, operations and business activities.

4. How we aim to achieve the objectives of this Policy

4.1. Organisational culture

MHJ will:

- continuously improve the makeup of its workforce to be more representative of the Diversity reflected in the communities and demographics of the countries in which we operate
- uphold the right of every Team Member and Workplace Participant to a workplace free of discrimination, harassment, bullying or other unlawful behaviours
- proactively identify, analyse and address Diversity opportunities through continuous education, the elimination of stigmas and limitations fostering awareness and understanding within MHJ to support the deployment of this policy and its objectives.
- consciously develop a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all team members.
- Teamwork and team member participation, permitting the representation of all groups and team perspectives.
- Work/life balance through flexible work schedules to accommodate team members' varying needs.

4.2. Recruitment and selection

MHJ is committed to ensuring its talent acquisition and selection practices are appropriately structured at all levels to be fair and equitable so that a diverse range of applicants are considered, employed, and promoted based on merit and alignment to our organisational values, regardless of individual difference.

4.3. Talent and development

MHJ will design its people strategies, processes, practices and systems to support the promotion of this policy and its objectives within the talent lifecycle.

We actively strive to cultivate a diverse and representative pool of skills, experience and thought at all levels of the business through inclusive talent acquisition practices and an Employee Promise that attracts talent of a Diverse nature. We welcome every individual through a structured onboarding program to guide our people on their road to brilliance.

We provide opportunity and brightness of future in support of the personal growth and development of each Team Member, regardless of difference, to reach their full potential through ongoing learning and structured career paths and leadership passages. We hold in high regard the health and safety of our Team Members and as such invest in wellness programs and protecting the physical and emotional safety of our Team Members in the workplace.

We are committed to planning for future capability to ensure the continuity of effective leadership through a Diverse pool of talent and an excellent, more connected experience for both our customers and Team Members.

We reward and recognise the accomplishments of our people based on merit and ensure remuneration determinations are monitored to be free from bias, non-discriminatory and objective.

We design our performance management and performance development programs to foster our people to be and achieve their very best. We use metrics and data and objective information to inform our decisions and assessments.

5. Accountability

The Board has ultimate Accountability for ensuring MHJ meets the policy objectives and:

- meets the ASX's Corporate Governance Principles & Recommendations in relation to Diversity and Inclusion insofar as MHJ considers it appropriate
- develops, implements, and regularly reviews the Diversity and Inclusion policy framework.

6. Responsibilities

Responsibilities under this policy are delegated as follows:

6.1. Responsible Person

The Chief People Officer (**Responsible Person**) is responsible for the development, implementation and ongoing review of an appropriate Diversity and Inclusion policy framework. All Team Members are accountable for complying with this policy and all ancillary processes and procedures.

6.2. People Development & Remuneration Committee (Committee)

The Committee is responsible for effective oversight of the Diversity and Inclusion policy framework and strategy including setting measurable Diversity objectives.

6.3. Group Executive Team

The Group Executive Team is responsible for regularly reviewing and monitoring the Diversity and Inclusion policy framework and recommending measurable Diversity objectives to the Committee.

6.4. Diversity, Equity & Inclusion (DEI) Committee (Council)

The Council is responsible for implementing the actions and activities related to the Diversity and Inclusion policy framework.

6.5. Team Leaders

Team Leaders are responsible and accountable for ensuring their management practices and behaviours are aligned to the expectations set out within this policy.

6.6. All Team Members

Team Members are responsible and accountable for ensuring their behaviours align to the expectations set out within this policy.

7. Reporting (to the Approval Body)

The Responsible Person will provide regular and appropriate reporting to the People Development & Remuneration Committee (**Approval Body**) and will ensure the Approval Body is provided all necessary information to enable them to fulfil its Accountability.

8. Definitions

In this Policy, unless the context otherwise requires:

Accountability means the obligation to answer for an action; where an individual or a collective of individuals is held liable for meeting / not meeting agreed targets, objectives, their responsibilities, and the responsibilities for persons whom they are answerable for.

Diversity describes any dimension that can be used to differentiate groups and people from one another. It includes, but is not limited to, gender, gender identity or expression, age, race, ethnic origin, religion, language, education, sexual orientation, political belief, disability and family or marital status.

Employee Promise means an aspirational statement published by MHJ in relation to its Team Members, which may be amended from time to time.

Equity: The term “equity” refers to fairness and justice and is distinguished from equality: Whereas equality means providing the same to all, equity means recognising that we do not all start from the same place and must acknowledge and make adjustments to imbalances. The process is ongoing, requiring us to identify and overcome intentional and unintentional barriers arising from bias

Group Executive Team means MHJ’s executive team.

Inclusion means valuing and embracing Diversity through creating a culture of respect and appreciation of different skills, experiences and perspectives that enables people to be and accomplish their best.

MHJ means Michael Hill International Limited including its subsidiaries and related bodies corporate.

Responsibility means the obligation to act; where an individual or collective of individuals has been allocated a task to undertake, where a target or objective has been set, which the individual will be measured against.

Team Leader means a Team Member who fills a role which has one or more Team Members reporting directly into it.

Team Members include permanent full-time, part-time and casual employees, trainees, agency staff, temporary staff, work experience students and volunteers.

Workplace Participants means a person representing MHJ in any capacity or performing a function on behalf of the Company (e.g., directors, consultants, independent contractors).

9. Review

This Policy shall be reviewed every 2 years by the Chief People Officer.

10. Policy information

Date approved:	26 June 2019
Responsible Department:	Human Resources
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Next review date:	November 2024
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