

Diversity Policy

Appen Limited
ACN 138 878 298

1 Purpose

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

2 Scope

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

3 Effect of the Policy

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

4 Diversity

- 4.1 Diversity refers to characteristics such as age, gender, sexual orientation, gender identity, marital or family status, cultural background, race, religion, disability and ethnicity.
- 4.2 The Company will not discriminate against individuals on any of the following grounds:
- Gender
 - Race
 - Relationship status
 - Impairment
 - Pregnancy
 - Religious belief or activity
 - Association with or relation to a person identified on the basis of an attribute associated with any of the above grounds.
 - Parental status
 - Political belief or activity
 - Family responsibilities
 - Trade union activity (or inactivity)
 - Breastfeeding
 - Lawful sexual activity
 - Age
 - Ethnicity or cultural background
 - Irrelevant criminal record
 - Irrelevant medical record
 - Gender identity or sexual orientation
 - Physical features

5 Statement of principles

- 5.1 The Company is committed to:
- (1) equality of opportunity throughout our organisation;
 - (2) recruiting and retaining the best candidates for positions; and
 - (3) treating individuals with respect.
- 5.2 The Company cannot and will not tolerate discrimination, harassment, vilification or victimisation in the workplace.
- 5.3 The Company recognises that employees (male and female) at all levels may have domestic responsibilities, and it will to the extent practicable, use its reasonable endeavours to assist those persons meet those responsibilities.

6 Key areas of focus

- 6.1 The Company is currently focussed on maintaining and increasing diversity in the following key areas:
- (1) gender diversity in senior management and on the Board; and
 - (2) gender and ethnic diversity amongst employees and consultants.

7 Responsibilities

7.1 Board responsibilities

- (1) The Board, or an appropriate committee of the Board, will establish measurable objectives for achieving diversity in the Company, initially in the key areas of focus set out in section 6 of this Policy.
- (2) The Board, or the relevant committee of the Board, will assess the performance of the Company annually in achieving the objectives that have been established or the progress towards achieving the objectives.
- (3) The Board will ensure that as part of its Board selection policy recruitment and selection practices at Board level are appropriately structured so that a diverse range of candidates are considered and that there are no conscious or unconscious biases that might discriminate against certain candidates.

7.2 Responsibilities of management

- (1) The Board, or an appropriate committee of the Board, will advise management of the measurable objectives that have been set and will delegate to management the ongoing implementation of the diversity objectives.
- (2) In implementing the diversity objectives, management will use its reasonable endeavours to ensure that all recruitment and selection practices of employees and consultants are appropriately structured so that, to the extent practicable given the circumstances of the role and the jurisdiction in which that role is to be filled, a diverse range of candidates are considered and that there are no conscious or unconscious biases that might discriminate against certain candidates.

- (3) To the extent practicable, management will use its reasonable endeavours to adopt flexible work practices that will assist employees to meet their domestic responsibilities.
- (4) The Board, or an appropriate committee of the Board, will implement a reporting framework that will ensure that relevant members of management report to the Board on diversity, and in particular gender and diversity amongst employees and consultants so that the Board can monitor the Company's progress towards, and achievement of, the diversity objectives that have been set.

8 Reporting

8.1 In its annual report, the Company will report on:

- (1) the objectives set by the Board, or the appropriate committee of the Board, and, if the objectives have been altered since the most recent annual report, an explanation of the change;
- (2) the Company's achievement or progress towards achieving the objectives set by the Board (and, if the objectives have been altered, which set of objectives are being reported against);
- (3) the proportion of women employed (on a full time equivalent basis) by the Company and by any subsidiaries of the Company at all levels and at senior executive levels (including how the Company has defined "senior executive" for these purposes); and
- (4) the proportion of women sitting on the Board.

9 Changes to this Policy

- 9.1 The Company reserves the right, at its absolute discretion, to change this Policy from time to time as it considers necessary.
- 9.2 Should changes be made to this Policy, the updated Policy will be posted on the Company's internal website (and Company website).

10 Contacts

- 10.1 If you have any queries about this policy, please contact the Managing Director.

Adopted on 20 December 2018