

Diversity Policy – Skin Elements Limited

Approved by the Board with effect 1 July 2021

1. Introduction

- 1.1 Skin Elements Limited (**Company**) is committed to workplace diversity and inclusion at all levels of the Company regardless of gender, marital or family status, sexual orientation, gender identity, age, disabilities, ethnicity, religious beliefs, cultural background, socio-economic background, perspective and experience. This policy reflects the Company's values of respect.
- 1.2 The Company recognises the benefits arising from employee and Board diversity, including a broader pool of high quality employees, improving employee retention, accessing different perspectives and ideas and benefiting from all available talent.
- 1.3 In order to have an inclusive workplace the Company does not tolerate discrimination, harassment, vilification and victimisation.
- 1.4 Diversity includes, but is not limited to, matters of gender, age, ethnicity and cultural background.
- 1.5 To the extent practicable, the Company will address the recommendations and guidance provided in the ASX Corporate Governance Council's Corporate Governance Principles and Recommendations.
- 1.6 The Diversity Policy does not form part of an employee's contract of employment with the Company, nor gives rise to contractual obligations. However, to the extent that the Diversity Policy requires an employee to do or refrain from doing something and at all times subject to legal obligations, the Diversity Policy forms a direction of the Company with which an employee is expected to comply.

2. Objectives

- 2.1 The Diversity Policy provides a framework for the Company to achieve:
 - (a) a diverse and skilled workforce, leading to continuous improvement in service delivery and achievement of corporate goals;
 - (b) a workplace culture characterised by inclusive practices and behaviours for the benefit of all staff;
 - (c) improved employment and career development opportunities for women;
 - (d) a work environment that values and utilises the contributions of employees with diverse backgrounds, experiences and perspectives through improved

awareness of the benefits of workforce diversity and successful management of diversity; and

- (e) awareness in all staff of their rights and responsibilities with regards to fairness, equity and respect for all aspects of diversity,

(collectively, the **Objectives**).

- 2.2 The Diversity Policy does not impose on the Company, its directors, officers, agents or employee any obligation to engage in, or justification for engaging in, any conduct which is illegal or contrary to any anti-discrimination or equal employment opportunity legislation or laws in any State or Territory of Australia or of any foreign jurisdiction.

3. Responsibilities

3.1 The Board's commitment

- (a) The Board is committed to workplace diversity.
- (b) The Board is responsible for developing measurable objectives and strategies to achieve the objectives of the Diversity Policy (**Measurable Objectives**) and monitoring the progress of the Measurable Objectives through the monitoring, evaluation and reporting mechanisms listed below.
- (c) The Board will conduct all Board appointment processes in a manner that promotes diversity, including establishing a structured approach for identifying a pool of candidates, using external experts where necessary.

3.2 Strategies

The Company's diversity strategies include:

- (a) recruiting from a diverse pool of candidates for all positions, including senior management and the Board;
- (b) the requirement of at least **one** female candidate to be shortlisted for all appointments including executive and Board positions if a suitably qualified candidate exists in the applications;
- (c) reviewing succession plans to ensure an appropriate focus on diversity;
- (d) identifying specific factors to take account of in recruitment and selection processes to encourage diversity;
- (e) developing programs to develop a broader pool of skilled and experienced senior management and Board candidates, including, workplace development programs, mentoring programs and targeted training and development;

- (f) provide opportunities for employees on extended parental leave to maintain their connection to the entity;
- (g) developing a culture which takes account of domestic responsibilities of employees; and
- (h) any other strategies the Board develops from time to time.

4. Monitoring and evaluation

- 4.1 The Chair will monitor the scope and currency of this policy annually.
- 4.2 The Company is responsible for implementing, monitoring and reporting on the Measurable Objectives.
 - (a) Measurable Objectives as set by the Board will be included in the annual key performance indicators for the CEO and senior executives.
 - (b) In addition, the Board will review progress against the Objectives as a key performance indicator in its annual performance assessment.
 - (c) Measurable Objectives must be reviewed and set annually;

5. Reporting

The Board will include in the Annual Report each year:

- (a) the Measurable Objectives, set by the Board for that year;
- (b) progress against the Measurable Objectives; and
- (c) either:
 - (i) the proportion of women employees in the whole organisation, at senior management level and at Board level; or
 - (ii) if the Company is a 'relevant employer' under the Workplace Gender Equality Act, the Company's most recent 'Gender Equality Indicators', as defined in and published under that Act.