

August 2020

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**Diversity and Inclusion Policy**

**Micro-X Ltd**

**ACN 153 273 735**

**“Policy”**

## 1. Purpose of the Policy

At Micro-X, diversity and inclusion are critical to our business and a central part of our culture. We strive to create a work environment built on the premise of equity, and one that provides level access to information, development and opportunity. We believe that the pursuit of diversity creates a workplace environment rich in talent and ideas, which, in turn, drives innovation and original thinking.

Micro-X is committed to inclusion at all levels of the organisation, and embraces and supports our employees' differences in age, race, gender, nationality, sexual orientation, family or marital status, physical ability, mental and development abilities, ethnicity, education, religious beliefs, socio-economic background or cultural background, and other characteristics that make our employees unique. Such differences create the right mix of skills and talent, helping us to create an engaged workforce who can better understand, embrace and operate in a global marketplace. This, correspondingly, helps Micro-X to connect better with the health and security needs of communities around the world, creating value for our customers, business partners, shareholders and colleagues.

## 2. Definitions

Term	Definition
ASX	Australian Securities Exchange
Micro-X or the Company	Micro-X Ltd ACN 153 273 735
Micro-X Group	Micro-X and its controlled subsidiaries
Micro-X Staff	Each director, officer and employee of the Micro-X Group, as well as contractors and consultants to the Micro-X Group whose terms of engagement apply this Policy to them.

## 3. Scope of the Policy

This Policy applies to all Micro-X Staff located at any Micro-X operation globally.

## **4. Policy Statement**

### **4.1 Recruitment**

Micro-X is committed to improving its recruitment and selection practices across all levels of the Company, including at Board level. We believe that recruitment from a variety of backgrounds provides us with the widest pool of available talent. Micro-X is dedicated to refining its selection and recruitment practices to guard against any conscious or unconscious biases that may result in discrimination.

### **4.2 Career development and promotion**

Micro-X rewards excellence and employees are promoted on the basis of their performance, together with their suitability for the promoted role. Micro-X strives to invest in, and support, all Micro-X Staff to progress their career within the Company, with a focus on developing a broad and diverse group of individuals.

### **4.3 Employee support**

Micro-X is committed to providing a safe and inclusive environment for all employees. We have a zero-tolerance policy towards workplace bullying and harassment. This is reflected in the Micro-X Employee Handbook, together with the measures to enforce it. Micro-X does not tolerate discrimination, harassment (discriminatory, sexual etc), vilification or victimisation in any form.

Micro-X further encourages an environment of support and inclusivity by:

- Offering flexible working practices to all employees to support domestic, parental and other responsibilities, in the appreciation that not everyone can or should work the same hours in the same way. This removes disadvantage and discrimination to participation in work and is integral to an inclusive workplace;
- Offering confidential counselling and support services, for both personal and professional issues, available 24 hours a day to all Micro-X Staff through the Employee Assistance Program. This fosters mental health and well-being, with a focus on reducing the stigma of mental health challenges in the workplace;

- Ensuring that all communications between employees, regardless of title or role, are open and respectful; and
- Commitment to gender equity in the Company by allocating resources, educational experiences and employment opportunities. This includes work experience and internship programs within Micro-X dedicated to elevating female high school and university students' opportunities in STEM.

#### **4.4 Measurable objectives for achieving diversity**

Skilful management of diversity in the workplace recognises the unique contribution that people make through their individual backgrounds and perspectives, which, in turn, makes us more creative, flexible, productive and competitive.

Micro-X is committed to providing and sustaining a fair and equitable workplace. Each year the Board will set appropriate objectives for measuring and achieving diversity performance at all levels of the organisation. Such goals will include:

- Improving gender and ethnic representation across all areas of the Company;
- Development of training, progression and recruitment programs; and
- Remuneration benchmarks.

The Micro-X Board of Directors will report on its objectives in its Annual Report and include:

- A summary of the Company's progress towards achieving the measurable objectives set under this Policy for the relevant year; and
- Details of the measurable objectives set under this Policy for the subsequent financial year, as appropriate.

## **5. Policy effectiveness**

### **5.1 Policy Monitoring**

All Micro-X Staff share the responsibility of upholding this Policy as part of their day-to-day work and dealings with colleagues and customers.

In addition, MX senior management will implement this Policy as part of their day-to-day management of employees and in applying policies and practices in a fair and equitable way.

### **5.2 Policy Reporting**

Any issues and non-compliance should be brought to the attention of the relevant line manager or senior management team member. Issues will be dealt with on a case by case basis by the relevant management team members and individuals involved in the incident or non-compliance.

## **6. Review and Publication of the Policy**

This Policy will be reviewed on an annual basis to ensure that MX is achieving its diversity objectives, and if not, the reasons for any failure (including whether changes should be made to the Policy).

This Policy is located in the Corporate Governance section of the Micro-X website.

A summary of this Policy and the Company's achievement of the Policy's objectives will be disclosed in the Annual Report.