

# STEP ONE™

## Diversity Policy

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Step One Clothing Limited

Adopted by the Board on 6 October 2021

# Diversity policy

## 1 Overview

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The Company recognises that people are its most important asset and is committed to the maintenance and promotion of workplace diversity.

The Board has approved this Diversity Policy (**Policy**) in order to actively facilitate a more diverse and representative management structure and workforce. Diversity drives the Company's ability to attract, retain, motivate and develop the best talent, create an engaged workforce, deliver the highest quality services to its customers and continue to grow the business.

## 2 Principles

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At a Board and senior management level, gender has been identified as a key area of focus for the Company. Accordingly, the primary focus of this Policy is achieving, over a reasonable transition period, and aligned to company growth adequate representation of women in senior management and leadership roles (including on the Board) and across the whole workforce.

The Company aims to achieve greater gender diversity by:

- As the company grows, setting measurable objectives for achieving gender diversity in the composition of the Board, senior executive team and the workforce generally;
- introducing key performance indicators for senior executives so that part of their remuneration is linked to performance against the measurable objectives;
- broadening the field of potential candidates for all appointments, including senior management and board appointments;
- increasing the transparency of the Board appointment process;
- striving for gender pay parity across the business;
- implementing policies which address impediments to gender diversity in the workplace (including parental leave and flexible working arrangements), and reviewing these policies to ensure that they are available to and utilised by both men and women;
- embedding the extent to which the Board has achieved the objective of this Policy in the evaluation criteria for the annual Board performance evaluation.

## 3 Measurable objectives

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In accordance with the ASX Corporate Governance Council's Principles and Recommendations, the Board will set measurable objectives for achieving gender diversity in the composition of the Board, senior executive team and workforce generally.

Performance against these objectives will be reviewed annually by the Board, as part of its annual review of the effectiveness of this Policy.

The Company will disclose in its Corporate Governance Statement each year:

- the measurable objectives set for that reporting period to achieve gender diversity; and
- the Company's progress towards achieving them.

## 4 Gender representation review

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On an annual basis, the Remuneration and Nomination Committee will review the respective proportion of men and women on the Board, in senior executive positions and across the whole workforce. The Remuneration and Nomination Committee will submit a report to the Board outlining its findings.

In accordance with the ASX Corporate Governance Council's Principles and Recommendations, the Company will disclose in its Corporate Governance Statement each year:

- the respective proportion of men and women on the Board, in senior executive positions and across the whole workforce (including how the Company defines 'senior executive' for these purposes); or
- if applicable, the Company's most recent 'Gender Equality Indicators' as defined by the Australian *Workplace Gender Equality Act 2012* (Cth).

## 5 Recruitment, selection and succession planning

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### 5.1 Succession planning

The Board, in conjunction with the Remuneration and Nomination Committee, is responsible for the development and succession planning process for the Chief Executive Officer (CEO) and the senior executives team. In discharging this responsibility, the Board and the Remuneration and Nomination Committee will have regard to diversity criteria.

### 5.2 Board appointment process

The Remuneration and Nomination Committee is responsible for reviewing and making recommendations to the Board on the criteria for nomination as a Director. Selection criteria will include:

- skills, expertise and background that add to and complement the range of skills, expertise and background of the existing directors;
- diversity; and
- the extent to which the candidate would fill a present need on the Board.

In identifying qualified individuals for appointment to the Board, the Remuneration and Nomination Committee will have regard to these selection criteria.

## 6 Review of Policy

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The Remuneration and Nomination Committee is responsible for the review and oversight of this Policy.