



COMVITA LIMITED DIVERSITY & INCLUSION POLICY

Approved by the Comvita Board: 27 August 2024

Next Review Date: August 2025

Comvita Limited and its subsidiaries ("Comvita") are committed to diversity in employment, as well as inclusion and engagement of individuals at all levels of the organisation. This commitment extends to our customers and the communities we serve. We are dedicated to creating a workplace free from discrimination, where everyone feels valued, included and diversity is respected. Our culture of belonging unites diverse backgrounds, beliefs, abilities and experiences, ensuring that everyone works together to achieve meaningful outcomes. This commitment is reflected in the company's values, behaviours and our dedication to upholding fundamental human rights as outlined in our Code of Ethics.

Defining Diversity and Inclusion

Diversity in this policy encompasses (without limitation) all social identities including gender (including gender reassignment), marital status, ethnicity, age, sexual orientation, education, socioeconomic background, religious and cultural background and beliefs, pregnancy, breastfeeding, caregiver status, neurodiversity and disability. A commitment to an inclusive culture means seeking out, identifying, understanding, and removing barriers to full participation and belonging and encouraging high levels of both individuality and belonging.

Comvita Diversity and Inclusion Philosophy

Comvita believes embracing diversity and inclusion contributes to the achievement of its strategic goals and enables it to better represent the diversity of its stakeholders and markets. It also helps Comvita to recruit and retain the right people from a diverse pool of talented candidates- which in turn enables the company to make decisions drawing on a wide range of ideas, experiences, approaches and perspectives that employees and board members bring to their roles.

Key principles shaping our global approach to diversity and inclusion:

- Foster a culture that identifies and removes barriers to full participation, including bias, micro-aggressions and discrimination;
- Deliver strategies that promote workplace equality, including equitable pay position across roles and career progression opportunities;
- Provide inclusive leadership and lead by example by making decisions based on merit, and being responsible for diversity and inclusion in the workplace;
- Promote inclusion by building our cultural competence and confidence across a broad range of cultures reflecting the team and market locations;
- Attract, develop, promote, and retain a diverse team that represents our consumers and global marketplaces to enable understanding of customers needs;
- Provide equal opportunities for growth, learning and development for all employees;
- Recognise and value the uniqueness of each individual, fostering a sense of belonging and psychological safety that encourages everyone to express their creativity and talents;

Support mental and physical wellbeing through flexible working arrangements, Health, Safety and Wellbeing initiatives, and mental health support.

Governance and Diversity Targets

The Comvita Board sets and reviews measurable diversity objectives each year. These objectives are designed to provide transparency and accountability in delivering against the intentions of this policy.

Objectives are recommended to the Safety & Performance Committee each year by Management, for Board approval. The Committee annually reviews Comvita's progress toward achieving these objectives and reports on this progress in our annual report.

To measure progress, we may collect confidential and/or anonymous data on gender identify and other selected social identities as part of relevant people-related business processes. Personal data will only be gathered with employee consent and will be used solely for the intended purpose, in compliance with privacy policy and regulations.

Responsibilities

Diversity, equity, inclusion and belonging are everyone's responsibility at Comvita. It requires intentional action every day.

Senior Leadership: The Senior Leadership Team is responsible for understanding and implementing these measures, creating conditions for inclusivity, and addressing any issues related to DEIB with support from the Chief Purpose and Transformation Officer.

All Employees: Every Comvita employee is responsible for treating colleagues, customers, and the communities we engage with respectfully and inclusively. Employees are also expected to remain informed about barriers to workplace inclusivity by participating in regular training on unconscious bias and DEIB principles.

Employee Surveys: Employee perceptions and experiences of DEIB are measured regularly to understand, address, and enhance our employees' sense of belonging and psychological safety at Comvita.

Reporting Procedures and Non-Retaliation

All reports of bullying, harassment, or discrimination are taken seriously and are promptly investigated and addressed. Any concerns regarding a breach or potential breach of this policy, whether by an employee, customer, or community partner, should be raised in good faith in line with our Speak Up Policy.

Concerns can be reported to a People Leader, a member of the People and Purpose Team, a Senior Leadership Team member, the Chief Purpose and Transformation Officer, or anonymously through the Speak Up Policy. Individuals who raise concerns are protected from retaliation, victimization, or discrimination. Any form of retaliation or unfair treatment against the complainant will result in disciplinary action. Likewise, if a false or malicious complaint is made, disciplinary action may be taken against the complainant.

Ultimately Comvita aspires to be recognised as a best employer globally and understands embracing diversity and inclusion contributes to achieving this. Through this policy, we reaffirm our commitment to creating an environment where everyone can thrive, contribute meaningfully, and feel a true sense of belonging.