

## 1. Purpose

This Diversity & Inclusion Policy (Policy) reflects the way we value diversity and inclusion and the benefits they bring to Altium in achieving our objectives, enhancing our reputation, and attracting, engaging and retaining talented people.

At Altium we are committed to our people. We recognize them as the source of our competitive advantage and place great importance on selecting the right people for the right positions and ensuring that individuals are provided with opportunities to develop and grow.

Our ultimate aim is to enable our people to reach their full potential so that they can not only contribute to the future success of the company, but also achieve their own personal career goals and aspirations.

## 2. Scope

This Policy applies to all Directors, Employees, Contractors and Consultants of Altium Limited and its controlled entities (collectively the “Group”). This Policy does not form part of any employee’s contract of employment.

There may be additional country-specific requirements that apply to Group-controlled entities outside of Australia. Country HR should be contacted for further information. Where any part of this policy is inconsistent with local laws in a relevant jurisdiction, those laws and any local policies designed in compliance with them take precedence in relation to that part.

## 3. Definitions

3.1 *Diversity* is a collection of individual attributes that includes, but is not limited to, demographic diversity, cognitive diversity, background and lived experience. Demographic diversity may be visible or invisible and may include (but not be limited to) gender, marital or family status, sexual orientation, gender identity, age, disability, ethnicity, caring or family responsibilities, religious beliefs, cast, cultural background, socioeconomic background, perspective and experience.

3.2 *Inclusion* is the state where all Directors, Employees, Contractors and Consultants have equal opportunity to fully contribute and participate in the workplace. This is achieved when individuals feel valued, respected, psychologically safe, and have a sense of belonging.

3.3 *Merit* is determined through unbiased judgement of a person’s potential and performance based on their knowledge, skills, behaviours and experience as relevant to the requirements of a role.

## 4. Principles

4.1 The strategies we employ to support diversity and enable inclusion are in service of our business strategy.

4.2 A diverse workforce is a competitive advantage in retaining and attracting the best people to improve our business performance.

- 4.3 The diversity of our people should reflect our diverse, global customers and the countries where we operate.
- 4.4 The experience of work for employees is to be inclusive and respectful of individual differences, including but not limited to, family responsibilities.
- 4.5 Awareness of the rights and responsibilities of individuals with regard to equity and respect for others is important for all employees.
- 4.6 We recruit, develop, promote and pay our people in a way that supports our commitment to being more diverse and inclusive, with final decisions based on merit.
- 4.7 We're open to considering flexible ways of working, including flexible working hours, job sharing and working remotely.
- 4.8 We strive for pay equity and continuously monitor to identify, eliminate, and rectify gaps.
- 4.9 We will not tolerate any form of unlawful discrimination, harassment, vilification and victimisation of persons in the workplace.

## 5. Policy Governance and Accountabilities

The Board has delegated responsibility to the Human Resources Committee for reviewing, overseeing implementation of and making recommendations in relation to this Policy.

The Human Resources Committee is accountable for:

- setting annual measurable objectives for achieving gender diversity in the composition of the Board, senior executives and workforce generally;
- monitoring progress against the measurable objectives;
- ensuring progress against the measurable objectives is reported externally in accordance with the Disclosure section of this Policy; and
- holding the Group's senior executives to account for the achievement of the Diversity measurable objectives.

The Group's Leadership team, including line managers, is accountable for:

- creating and maintaining an inclusive workplace by role modelling inclusive behaviours and communicating their commitment to the principles set out in this Policy;
- Ensuring adequate understanding of this policy by employees, contractors and consultants, including providing periodic training;
- minimising bias in relation to decision making and ensuring consistency of approach; and
- ensuring their teams adhere to the principles set out in this Policy and relevant Group policies, including the Code of Conduct.

Employees, contractors and consultants are accountable for:

- contributing to, and maintaining, an inclusive workplace; and
- otherwise complying with this Policy.

At least on a biennial basis, the Human Resources Committee will:

- review the effectiveness of this Policy, its objectives and the strategies to achieve the objectives;
- review the division of responsibilities and accountability for development and implementing diversity and inclusion initiatives across the Group; and
- report to the Board on the outcomes of its review, including any recommendations for change to those strategies or the way in which they are implemented.

## 6. Disclosure

The Group's Board will make appropriate disclosure of this Policy to shareholders on the Group's website, Annual Report and/or Corporate Governance Statement. This will include reporting against specific measurable objectives regarding gender diversity, as set out in the ASX Corporate Governance Principles and Recommendations.

## 7. Breach of policy

Breach of this policy may be regarded as misconduct, which may lead to disciplinary action (including termination of employment or engagement).

## 8. References

Related internal documents:

- Code of Conduct

## 9. Material policy revisions

Version	Approval Date	Effective Date	Details
1.0	14 June 2016	14 June 2016	New Policy
2.0	13 August 2021	13 August 2021	Material changes

**Reviewed and amended by the Human Resource Committee**

**30 November 2021**