

**TO WHOM THIS MAY CONCERN**

**1<sup>st</sup> November 2024**

Dear Sir or Madam

**RE: Statistics On Novogene UK Workforce**

This analysis serves as an overview of Novogene UK Company Limited workforce from gender equality perspective. This is to assess the current status of gender balance across various levels and roles. The analysis aligns with our Company commitment to diversity and inclusion. It provides insights that are essential for our ongoing initiatives to support a balanced and equitable environment where everyone can thrive.

**Gender representation:**

As of 31 October 2024, Novogene UK Company Limited has employed 110 staff across the Europe among which 56.36% are female workers and 43.64% are male. The total figure of staff also includes 1.82% female employees who are on maternity or parental leave. Within the Company, females make up the largest proportion of the workforce.

1) The types of employment and their respective proportion are:

Employment Type	Female – 56.36%	Male – 43.64%
Fixed Term – 0.91%	1	0
Intra Company Transfer – 0.91%	0	1
Permanent – 98.18%	61	47
<b>Subtotal</b>	<b>62</b>	<b>48</b>

2) Gender distribution in accordance to seniority:

Managerial position	Female	Male
Executive Management	0	1
Sr. Director and Director	2	1
Manager	2	4
Supervisor	2	0
Others	56	42

3) Hiring:

Source of Talent	Female	Male
Local recruitment	62	47
HQ assignment (ICT)	0	1

**Pay equality analysis**

1) Methodology :

We look at the mean and median difference for pay gap. Mean difference indicates the difference in average salary, regardless of the nature or job grade of their positions. The calculation is by adding up the

salary of all relevant staff and dividing the total number of staff. Median difference shows the difference in salary between the persons whose pay falls at the mid-point (from smallest to largest) of the banding.

$$\text{Mean Pay (gender)} = \frac{\text{Sum of total pay for the gender}}{\text{Number of employees in that gender}}$$

*Median Pay (gender)*

- Rank all salaries within each gender from lowest to highest
- If the number of salaries is odd, select the middle number
- If the number of salaries is even, average the 2 middle numbers

## 2) Pay gap:

As of 31 October 2024, the mean and median gender pay gap represents:

October 2024	Mean	Median
Gender pay gap	5.87%	7.46%

*\*The above data is only for statistical analysis purposes.*

### **UK Legislation:**

In line with *Equality Act 2010*, the following characteristics are protected characteristics:

- age;
- disability;
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race;
- religion or belief;
- sex;
- sexual orientation.

Novogene UK Company Limited is committed to creating an inclusive and respectful workplace that values diversity and equality. To this end, we fully comply with the *Equality Act 2010* which mandates measures to prevent or eliminate discrimination on the above characteristics.

### **Promoting gender quality:**

Novogene UK is dedicated to fostering a respectful workplace culture that values and promotes gender equality. We believe that a diverse and inclusive environment drives the Company's innovation, creativity and performance.

#### 1) Company Policy

The Company has established an *Equal Opportunities Policy, Anti-Harassment and Bullying Policy, and Gender Equality Policy* to ensure a safe, inclusive environment for employees of all genders. Any breaches of these policies are subject to disciplinary action.

#### 2) Recruitment

All recruitment activities are conducted in accordance with the Company's *Equal Opportunities Policy*. Novogene is dedicated to promoting equality of opportunity for all employees and job applicants and

strives to create an environment in which each individual can fully utilise their skills, free from discrimination or harassment, with all employment decisions based solely on merit. Novogene does not discriminate based on age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex, or sexual orientation.

### 3) Performance Review and Promotion

Novogene conducts standardised quarterly performance reviews to evaluate employee contributions using role-specific, quantifiable targets. The Company establishes clear and transparent performance indicators to ensure that all employees understand the standards required for success.

Promotion evaluations follow fair and transparent criteria, consistently applied across all departments. Information on promotions is shared openly and is accessible to all eligible employees, reducing exclusivity in decision-making. Each promotion review is conducted annually with the senior management team (Director level and above) to recognize and address potential unconscious biases, including those related to gender.

In addition, Novogene follows a regular wage adjustment policy, ensuring that employees' pay fairly reflects their experience, performance, and contribution to the organisation. Through regular performance reviews and market analysis, we assess and adjust wages to maintain fairness and consistency across roles, departments, and levels.

### 4) Regular Monitoring and Internal Audit

To ensure the effectiveness of these policies, Novogene conducts annual review on performance scores, recruitment rates, and promotion rates by gender to identify potential disparities. If inequalities are identified, corrective actions are taken to adjust criteria and processes to eliminate gaps. The management team collaborates to establish clear, measurable goals to enhance gender equality across the Company.

#### **Equality Advisor:**

Novogene UK Company Limited does not operate under any collective bargaining agreements nor does it maintain a works council. Additionally, the Company currently does not have a designated Regional Equality Advisor in place.