

TO WHOM THIS MAY CONCERN

1st November 2024

Dear Sir or Madam

RE: Statistics On Novogene GmbH Workforce

Novogene GmbH was registered in July 2023 and began operations in January 2024. Our mission is to provide high-quality sequencing services to customers across Europe. To date, we have established solid strategic partnerships with European biotechnology companies, universities, and research organizations to support their genetic research and innovation needs.

This analysis serves as an overview of Novogene GmbH 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.

Novogene GmbH is committed to creating an inclusive and respectful workplace that values diversity and equality. To this end, we fully comply with the *Allgemeines Gleichbehandlungsgesetz (AGG)*, Germany's General Act on Equal Treatment, which mandates measures to prevent or eliminate discrimination on the grounds of race or ethnic origin, gender, religion or belief, disability, age, or sexual identity.

Gender representation:

As of 31 October 2024, Novogene GmbH has employed 43 staff among which 53.49% (23 employees) are female workers and 46.51% (20 employees) are male. Within the Company, female staff make up the largest proportion of the workforce.

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

Employment Type	Female – 53.49%	Male – 46.51%
Working Student – 6.98%	2	1
Fixed Term – 4.65%	2	0
Intra Company Transfer – 20.93%	3	6
Permanent – 67.44%	16	13
Subtotal	23	20

2) Gender distribution in accordance to seniority:

Managerial position	Female	Male
Executive Management	1	0
Sr. Director and Director	1	0
Manager	2	2
Senior Technical Level	7	6

Entry Technical Level	12	12
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3) Hiring:

Source of Talent	Female	Male
Local recruitment	20	14
HQ assignment (ICT)	3	6

4) Turnover:

Exit rate	Turnover rate
Female	4.65%
Male	2.33%

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	Median	Mean
Gender pay gap	- 8.15%	- 4.41%

**The above data is only for statistic analysis purposes.*

All working students are paid with flat rate no matter what genders they are.

Promoting gender quality:

Novogene GmbH 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) Employee Handbook

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

subject to disciplinary action. Each employee will receive a copy of the Novogene GmbH Employee Handbook to promote awareness and understanding of the protections and standards the Company upholds.

2) Recruitment

All recruitment activities are conducted in accordance with the Company's Equal Opportunity 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 GmbH 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.