

# **POLICY**

# **COMMUNICATIONS WITH SHAREHOLDERS, SECURITY HOLDERS AND STAKEHOLDERS**

## **RESPONSIBILITY: GENERAL COUNSEL**

The Board will seek to ensure that the Group communicates openly with its shareholders, security holders and relevant other stakeholders (subject to commercial and legal confidentiality restraints, including privacy laws) in a timely and effective manner, including by print and electronic communication means (as appropriate).

The Group will use the Company's website to provide information about the Company and to complement the official release of material information to the market so as to enable broader access to information by investors and stakeholders.

Such communications will include:

- a. posting to the Company's website:
  - the full text of the last 3 years relevant announcements made to the market, and related information (eg. webcasts and/or transcripts of meetings of security holders, transcripts of investor or analyst presentations and information and copies of documents tabled or provided to security holders, investors, analysts or the media during presentations or briefings), after they have been released to the ASX;
  - the full text of the last 3 years notices of meeting and explanatory material;
  - the last three years' media releases and ASX/market announcements and at least the last three years financial statements;
  - the names, photographs and brief biographical information for each of its Board members and senior executives;
  - an overview of the Company's current business;

- a description of how the Company is structured;
- a summary of the Company's history;
- a key events calendar including:
  - anticipated dates for the forthcoming year for results presentations and other significant events for investors and analysts;
  - AGM date;
  - books closing dates for determining entitlements, dividends and distributions;
  - ex dividend and payment dates for dividends and distributions.
- once known, the time, venue and other relevant details for the AGM and results presentations;
- descriptions of any different classes of securities on issue and the rights attaching to them;
- historical information about the market prices of the Company's securities;
- a description of the Company's dividend or distribution policy;
- information about the Company's dividend and distribution history;
- copies of media releases made by the Company;
- Company contact details for enquiries from security holders, analysts, media or investors;
- contact details for the Company's securities' registry;
- links to download key security holder forms such as transfer and transmission forms, dividend or distribution reinvestment plan forms etc.

b. use of email and social media to provide information updates to investors.

The Company's website is to have a "corporate governance" (howsoever titled) launching page from where all relevant corporate governance information can be accessed with an intuitive and easily located link to the page in the navigation menu on the web-site.

The Company's investor relations program is to be designed and is to be implemented to facilitate effective 2-way communications with investors, including:

- a. by giving effect to the terms of this policy;
- b. to ensure reasonable accessibility of relevant Group personnel to engage with security holders, brokers, analysts, media and other relevant stakeholders to communicate information about the Group and to receive feedback;
- c. to allow investors and other financial market participants to gain a greater understanding of the Group's business, governance, financial performance and prospects;
- d. to provide an opportunity for investors and other financial market participants to express their views to the Company on matters of concern or interest to them, and for

those views to be distilled and communicated to the relevant Group person, including the Board as appropriate.

Only those persons specifically authorised by the Board and/or the CEO have authority to speak on behalf of the Company.

The Company gives the option to its security holders to electronically receive communications from, and to electronically send communications to, the Company and its share registry.

Electronic communications from the Company or its share registry are to:

- a. be formatted to be easily readable on a computer screen and other electronic devices commonly used for that purpose;
- b. include a printer friendly option for those who wish to retain a hard copy of the communication.