

# ASX Announcement

26 November 2020

## Revised Corporate Governance Charter and Whistleblower Policy

AnteoTech Ltd (ASX: ADO) ("AnteoTech" or "the Company") advises that the Company's directors have adopted a revised Corporate Governance Charter and Whistleblower Policy (both attached).

The Company's revised Corporate Governance Charter has been updated in line with the "Corporate Governance Principles and Recommendations 4<sup>th</sup> Edition" published by the ASX Corporate Governance Council. It includes a Trading Policy, which the Company is required to publish pursuant to ASX Listing Rules 12.9-12.12.

The revised Corporate Governance Charter and Whistleblower Policy are also available on the Company's website.

This announcement has been approved by the Board.

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### ABOUT ANTEO GROUP – AnteoTech Ltd (ASX:ADO)

Anteo is a surface chemistry company with Intellectual Property ("IP") in its core technology product groups AnteoCoat™, AnteoBind™ and AnteoRelease™. The Company's purpose is to create shareholder value by identifying and solving important global industry problems by providing unique value-add solutions for its customers. Customers operate in the life sciences, diagnostics, energy and medical devices markets.

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# Corporate Governance Charter

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AnteoTech Ltd ACN 070 028 625 (**Company**)

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## Definitions

**Annual Report** means the annual report of the Company.

**Anti-bribery and Corruption Policy** means the policy set out in Section 10 developed from time to time by the Board establishing controls to ensure compliance with all applicable anti-corruption laws and regulations, and to ensure that the Company conducts business in a socially responsible manner..

**ASIC** means the Australian Securities and Investments Commission.

**ASX** means the ASX Limited ABN 98 008 624 691.

**ASX Listing Rules or Listing Rules** means the Official Listing Rules of the ASX as amended or replaced from time to time.

**Audit and Risk Committee** means the Committee charged with determining, implementing and assessing controls for financial management, financial reporting and risk management generally for the Company.

**Board** means board of Directors of the Company.

**Chairperson** means the chairperson of the Board.

**Charter** means the charter adopted from time to time with respect to each Committee, as applicable to that Committee.

**Chief Executive Officer** means the person (if any) engaged by the Company in the role of the chief executive officer of the Company.

**Chief Financial Officer** means the person (if any) engaged the Company in the role of the chief financial officer of the Company.

**Committee** means a committee created by the Board under this Corporate Governance Charter including without limitation, the Audit and Risk Committee and the Nomination and Remuneration Committee (as applicable to the relevant section of this Corporate Governance Charter and as established from time to time).

**Company** means AnteoTech Ltd ACN 070 028 625.

**Company Secretary** means a person appointed by the Company to be the company secretary.

**Constitution** means the constitution of the Company.

**Corporate Ethics Policy** means the policy set out in Section 6 setting out directors' duties given their position with the Company, obligations with respect to trading in securities and general disclosure obligations.

**Corporate Governance Charter** means the policies, procedures and Charters set out in this document.

**Corporate Governance Committee** means the Committee charged with reviewing compliance by the Board with, among other matters, the provisions of this document.

**Corporate Governance Principles and Recommendations** means the *Corporate Governance Principles and Recommendations Fourth Edition* issued by the ASX Corporate Governance Council in 2019 as amended or replaced from time to time.

**Corporate Governance Statement** means the statement referred to in Listing Rule 4.10.3 which discloses the extent to which the Company has followed the Corporate Governance Principles and Recommendations.

**Corporations Act** means the *Corporations Act 2001* (Cth) as amended or replaced from time to time.

**Director** means a director of the Company.

**Diversity** includes, but is not limited to, matters of gender, age, disability, ethnicity, marital or family status, sexual orientation, gender identity and religious or cultural background.

**Diversity Policy** means the policy set out in Section 7 developed from time to time by the Board establishing measurable objectives for achieving Diversity.

**Guidance Note** means the Guidance Notes published by the ASX as amended or replaced from time to time.

**Independent Director** means a Director who has a sufficient level of independence to the Company, determined in accordance with subclause 1.1(c) of this document.

**Listed** means admitted to the Official List of the ASX.

**Listing Rules** Official Listing Rules of the ASX as amended or replaced from time to time.

**Management** means the executive Directors and senior management of the Company.

**Nomination and Remuneration Committee** means the Committee for assisting the Board in relation to, among other things, the appointment of members to the Board and of senior management, in assessing the performance of such individuals and reviewing remuneration levels for Directors and senior management.

**Non-Independent Director** means a Director who is not an Independent Director.

**Securities** has the meaning given in section 92 of the Corporations Act.

**Standing Rules** means the general and procedural rules of each Committee set out in Section 5 of this Corporate Governance Policy.

**Trading Policy** means the policy set out in Section 8 developed from time to time by the Board setting out the procedure for trading in Securities of the Company by Directors, managerial staff, employees and any other persons who may be associated with the Company.

## Section 1 Principles of Corporate Governance

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### 1.1 Board of Directors

#### (a) General

This document sets out the main principles adopted by the Board of Directors of the Company to implement and maintain a culture of good corporate governance both internally and in its dealings with outsiders.

The Board of the Company is committed to administering the policies and procedures with openness and integrity, pursuing the true spirit of corporate governance commensurate with the Company's needs.

The matters set out in this document are subject to the Corporations Act, the Constitution and the ASX Listing Rules.

The purpose of preparing and disclosing the matters set out in this document is to:

- (1) formalise procedures to ensure the Company and the Board act in a transparent and appropriate manner in their respective internal and external dealings;
- (2) ensure that appropriate checks, balances and procedures are in place to monitor the operations of the Company and those charged with its management; and
- (3) provide shareholders with a transparent method to evaluate the performance of the Company from a corporate governance perspective.

In preparing and implementing these strategies, the Company and the Board are mindful of the Corporate Governance Principles and Recommendations.

#### (b) Functions, powers and responsibilities of Board

Generally, the powers and obligations of the Board are governed by the Corporations Act and the general law.

Without limiting those matters, the Board expressly considers itself responsible for the following:

- (1) ensuring compliance with the Corporations Act, the ASX Listing Rules and all other relevant laws;
- (2) providing leadership and developing, implementing and monitoring strategic operational and financial objectives for the Company and the overall performance of the Company;
- (3) appointing appropriate staff, consultants and experts to assist in the Company's operations;
- (4) ensuring appropriate financial and risk management controls are implemented;
- (5) setting, monitoring and ensuring appropriate accountability and a framework for remuneration of Directors and executive officers;
- (6) establishing and overseeing the Company's process for making timely and balanced disclosure of all material information in accordance with the ASX Listing Rules;

- (7) implementing appropriate strategies to monitor performance of the Board in implementing its functions and powers;
- (8) implementing and overseeing the Company's risk management framework to enable risk to be identified, assessed and managed and to set the risk appetite the Board expects Management to operate within;
- (9) appointing the Chairperson;
- (10) appointing and removing the Chief Executive Officer and Company Secretary;
- (11) approving the appointment and, where appropriate, removal of members of Management;
- (12) contributing to and approving Management's development of corporate strategy and performance objectives;
- (13) monitoring Management's implementation of strategy and performance generally, and ensuring appropriate resources are available to Management;
- (14) monitoring the effectiveness of the Company's governance practices;
- (15) approving and monitoring the progress of major capital expenditure, capital management and acquisitions and divestitures;
- (16) approving the annual budget;
- (17) liaising with the Company's external auditors;
- (18) approving and monitoring financial and other reporting systems of the Company (including external audit) and the integrity of these systems; and
- (19) appointing and overseeing Committees where appropriate to assist in the above functions and powers.

(c) **Structure of Board**

The structure of the Board is determined in accordance with the following principles:

- (1) to aim for, so far as is practicable given the size and the nature of the operations of the Company, a majority of the Board being Independent Directors;
- (2) to aim for, so far as is practicable given the size and the nature of the operations of the Company, the appointment of a Chairperson who is an Independent Director;
- (3) to aim for, so far as is practicable given the size and the nature of the operations of the Company, a Chairperson who is not the chief executive officer;
- (4) to aim for, so far as is practicable given the size and the nature of the operations of the Company, a Board comprising members with diverse backgrounds; and
- (5) to have a minimum of three Directors.

In assessing the independence of Directors, the Company has regard to Principle 2 of the Corporate Governance Principles and Recommendations and regards an



Independent Director as a non-executive Director (that is, not a member of management) who:

- (1) is not, and has not in the past three years been, a substantial shareholder of the Company or an officer of, or otherwise associated directly with, a substantial shareholder of the Company;
- (2) within the last three years has not been employed in an executive capacity by the Company or another group member;
- (3) does not receive performance-based remuneration (including options or performance rights) from, or participate in an employee incentive scheme of the Company;
- (4) within the last three years has not been in a material business relationship (by example, as a supplier, professional advisory, consultant or customer) with the Company or other group member, or an officer of, or otherwise associated with, someone in such a relationship;
- (5) does not have close family ties with any person who falls within any of categories (1) - (4) described above; and
- (6) has not served on the Board for a period which could, or could reasonably be perceived to, materially interfere with the Director's ability to act in the best interests of the Company or otherwise compromise their independence.

When considering whether a Director is an Independent Director, the materiality of such interest, position, association or relationship must be assessed to determine whether it might interfere, or might reasonably be perceived to interfere, in a material respect, with the Director's capacity to bring an independent judgement to bear on issues before the Board and to act in the best interests of the Company and its shareholders.

A Director must advise the Chairperson (or, in the case of the Chairperson, a member of the Nomination and Remuneration Committee) if there is a change in his or her interests, positions, associations or relationships that could bear on his or her independence at the earliest opportunity.

In an effort to ensure that the Board comprises members with a broad range of experience, expertise and skills relevant to the Company, the Board may establish a Nomination and Remuneration Committee or will otherwise consider the guidelines set out under the Nomination and Remuneration Committee Charter in Section 4.

In determining the composition of the Board, the Board and the Nomination and Remuneration Committee (if applicable), should have regard to the "Skills Matrix" below which identifies the collective skills that the Board should possess so that the Board can effectively discharge its corporate governance and oversight responsibilities:

Industry Experience and Knowledge	Technical Skills and Experience	Governance Competencies
Intellectual Property (IP) Management	Accounting	Strategy and strategic planning
Global Marketing and Communications	Finance	Financial Literacy
Chemical Engineering/Chemistry	Law	CEO Selection, Monitoring and Evaluation

Industry Experience and Knowledge	Technical Skills and Experience	Governance Competencies
ASX-listed Company Experience	Information Technology	Monitoring
Business Development (Global)	Risk Management	Compliance
Health Care diagnostic testing	Human Resource Management	Risk Management and compliance oversight
Energy applications of developing technology	Strategy Development and Implementation	Policy Frameworks and development
	CEO/Senior Management Experience in Substantial Organisations	Networking
	Contemporary Corporate Governance	Stakeholder Communication
	Commercial/Business Experience Acumen	Decision Making
	Commercialisation of new technology	Effective Governance

The Board may disclose the extent to which those skills are present, or absent, from the members comprising the Board from time to time.

## 1.2 Chairperson

The Chairperson is responsible for leadership of the Board, for efficient organisation and conduct of the Board's function and the briefing of all Directors in relation to issues arising at Board meetings. The Chairperson is also responsible for shareholder communication and arranging Board performance evaluation.

## 1.3 Chief Executive Officer

The Chief Executive Officer is responsible for running the day to day affairs of the Company under delegated authority from the Board and to implement the policies and strategies set by the Board, within the risk appetite determined by the Board. In carrying out his or her responsibilities, the Chief Executive Officer must report to the Board in a timely manner and ensure that all reports to the Board are clear and accurate and present a true and fair view of the Company's financial position and operating results.

The Chief Executive Officer (together with the Chief Financial Officer, if there is one) will be required to state in writing to the Board that the financial records of the Company have been properly maintained and that the financial reports of the Company comply with relevant accounting standards and represent a true and fair view, in all material respects, of the Company's financial position and performance.

## 1.4 Company Secretary

The role of the Company Secretary is to support the effectiveness of the Board and the Committees. In carrying out his or her responsibilities, the Company Secretary is accountable directly to the Board in the performance of this role which includes, without limitation:

- (a) advising the Board and the Committees of governance matters;
- (b) monitoring compliance with Board and Committee policy and procedures;

- For personal use only
- (c) coordinating the timely completion and despatch of Board and Committee papers;
  - (d) ensuring that the business at Board and Committee meetings is accurately recorded in the minutes; and
  - (e) helping to organise and facilitate the induction and professional development of Directors.
  - (f) Advising the Board and Chief Executive Officer on Corporate and ASX compliance and acting as liaison with ASX.

### **1.5 Induction of New Directors and Ongoing Director Education**

On their first appointment, Directors may have the benefit of an induction program aimed at deepening their understanding of the Company, its activities and the business, environment and markets in which the Company operates. As part of the program Directors may receive a summary of essential Board and Company information and will be given briefings by Management, as appropriate.

As part of the induction process new Directors may complete a self-assessment of their capabilities and competencies to determine areas where further development will be beneficial in contributing to the Board's performance. Development in these areas will then be considered and discussed with the new Director by the Nomination and Remuneration Committee (if established) or the Chairperson.

The Company may provide an ongoing education and development program for Directors which includes both formal and informal sessions. The program is intended to cover overall competencies required of any Director and also specific knowledge relevant to the Company's business. It is desirable for all Directors to complete the Australian Institute of Company Directors Course (or equivalent) and related formal assessment.

Directors are also expected to keep themselves abreast of changes and trends in the Company's business, environment and markets and to keep abreast of changes and trends in the economic, political, social and legal climate generally. Directors are expected to have an appropriate base level of understanding on accounting matters. Additional development and training in this area can be discussed with the Nomination and Remuneration Committee (if established) or the Chairperson by a Director. The Company may also provide briefings on developments in accounting standards, as appropriate.

### **1.6 Independent Advice**

A Director may seek independent advice, including legal advice, where he or she believes it is necessary to properly discharge his or her duties as a Director. The Company will pay for the reasonable cost of this advice provided that the Director has obtained the prior written approval of the Chairperson (including for the cost of the advice).

If the Chairperson wishes to seek independent advice and wishes for the Company to pay for the reasonable costs of that advice, the Chairperson must obtain the prior written approval (including for the cost of the advice) of the chairperson of the Audit and Risk Committee or other applicable Committee.

Where a Director's request in respect of independent advice is approved as set out above, the Director and the Chairperson should agree who will provide instructions to the independent adviser. If the Chairperson has requested the advice, the Director who provided the approval to obtain the advice should undertake this role.

Where a Director's request in respect of independent advice is approved as set out above, a copy of the advice obtained will be provided to all Directors together with an explanation as to why the advice was obtained unless the Chairperson determines that this is not appropriate or that a different approach should be taken.

The other Directors will be advised if the Chairperson approves or declines a request to obtain independent advice unless the Chairperson determines such notification is not appropriate or that a different approach should be taken.

## **1.7 Corporate Ethics**

The Company has adopted, under Section 6, a Corporate Ethics Policy which has been agreed to by each member of the Board setting out, in addition to these principles, the obligations of integrity and honesty on each member of the Board and his or her obligations with respect to trading in Securities in the Company (which is more comprehensively dealt with in the Trading Policy) and disclosure to the ASX.

In addition to the Corporate Ethics Policy, the Company also adheres to the following statement of principles and responsibilities with respect to both its internal dealings with employees and consultants, and external dealings with shareholders and the community at large.

The Company has separately adopted a Whistleblower Policy.

## **1.8 Corporate Code of Conduct**

### **(a) Introduction**

This code of conduct sets out the standard which the Board, Management and employees of the Company are encouraged to comply with when dealing with each other, shareholders and the broader community.

### **(b) Corporate Values**

In interpreting this code of conduct, regard should be had to the following values of the Company:

- (1) to conduct business with honesty, integrity and fairness;
- (2) to respect and comply with all relevant laws and regulations applicable to it;
- (3) to treat others with respect;
- (4) to use the Company's property responsibly; and
- (5) for all Directors and employees to display personal accountability for actions and their consequences.

### **(c) Commitment of Board and Management to Code of Conduct**

The Board and Management approve and endorse this code of conduct. The Board and Management are committed to not only complying with the Company's legal obligations but also to acting ethically and responsibly.

The Board and Management encourage all employees to consider the principles of the code of conduct and use them as a guide to determine how to respond when acting on behalf of the Company.

### **(d) Responsibilities to shareholders and financial community generally**

The Company aims:

- (1) to increase shareholder value within an appropriate framework which safeguards the rights and interests of the Company's shareholders and the financial community;

- (2) to comply with systems of control and accountability which the Company has in place as part of its corporate governance; and
- (3) to act with honesty, integrity and fairness.

(e) **Responsibilities to clients, customers and consumers**

The Company will comply with all legislative and common law requirements which affect its business. Any transgression from the applicable legal rules is to be reported to Management as soon as a person becomes aware of such a transgression.

(f) **Employment practices**

The Company will seek to employ the best available staff, both male and female, and from diverse backgrounds with the skills required to carry out their roles. The Company respects and values the competitive advantage of Diversity (which includes but is not limited to gender, age, disability, ethnicity, marital or family status, religious or cultural background, sexual orientation and gender identity), and the benefit of its integration throughout the Company to enrich the Company's perspective, improve corporate performance, increase shareholder value and maximise the probability of achievement of the Company's goals. While the Company has adopted a policy with respect to Diversity, given the size and nature of the Company's operations the Company it has not yet established measurable objectives for achieving gender diversity.

The Company is committed to the ideal of equal employment opportunity, to providing a workplace that is free of harassment and discrimination and to respecting the human rights of its employees. The Company will ensure a safe workplace and maintain proper occupational health and safety practices commensurate with the nature of the Company's business and activities. To this end, the Company will observe the rule and spirit of the legal and regulatory environment in which the Company operates.

(g) **Responsibility to community and environment**

The Company will recognise, consider and respect legal requirements affecting its operations and comply with all applicable legal requirements.

The Company will act with honesty, integrity and fairness in all dealings with the community and will act responsibly towards the environment.

(h) **Responsibility to individuals**

The Company recognises and respects the rights of individuals and, to the best of its ability, will comply with the applicable legal rules regarding privacy, privileges, private and confidential information.

The Company and the Board will maintain the Company's and its shareholders', customers' and suppliers' information confidentiality unless required to be disclosed by law.

(i) **Obligations relative to fair trading and dealing**

The Company will deal with others in a way that is honest and fair and will not engage in deceptive practices. The Company is committed to complying with the laws and regulations of the countries in which its businesses operate and acting in an ethical manner, consistent with the principles of honesty, integrity, fairness and respect.

The Company believes that a fraudulent or corrupt act could significantly impact on the confidence of the Company's stakeholders and significantly diminish the Company's reputation. Accordingly, the Company has a zero tolerance policy to fraud and

corruption and will thoroughly investigate and apply the full force of the law where sufficient evidence is obtained.

The Board may implement a fraud prevention and corruption control framework that addresses fraud and corruption prevention planning, resourcing, prevention, detection, response and reporting procedures.

All Directors, Management and employees of the Company and group members must exercise reasonable care and diligence in the prevention of fraud or corruption by or against the Company.

All Directors and employees of the Company or group members must:

- (1) understand and comply with this Code of Conduct;
- (2) not give, offer, accept or request bribes, facilitation payments, secret commissions or other prohibited payments or engage in money laundering or cause any of them to be given, offered, accepted or requested;
- (3) not approve any offers, or make, accept or request an irregular payment or other thing of value, to win business or influence a business decision in favour of the Company or the group members;
- (4) comply with any reporting and approval processes for gifts, entertainment or hospitality implemented by the Board from time to time;
- (5) not offer or receive any gifts, entertainment or hospitality to or from public or government officials or politicians, without approval from the Chairperson or the Board;
- (6) obtain required approvals for donations and sponsorship; and
- (7) immediately report to the Chairperson or Chief Executive Officer if they uncover or suspect an incident of fraud or corruption.

The Company will comprehensively investigate all suspected incidents of fraud or corruption using the principles of independence, objectivity and the rules of natural justice. The Company is committed to ensuring no one suffers detrimental treatment as a result of refusing to take part in conduct that may constitute fraud or corruption or raises a genuine concern in respect of any such conduct.

(j) **Conflicts of interest**

The Board, Management and employees of the Company must not involve themselves in situations where there is a real or apparent conflict of interest between them as individuals and the interests of the Company (excluding those matters which may be subject to legal professional privilege). Where a real or apparent conflict of interest arises the matter should be brought to the attention of the Chairperson in the case of a Director, the Chief Executive Officer in the case of a member of Management and a supervisor in the case of an employee, so that it may be considered and dealt with in an appropriate manner for all concerned.

(k) **Compliance with Code of Conduct**

Any breach of compliance with this code of conduct is to be reported directly to the Chief Executive Officer or Chairperson, as appropriate. Non-compliance with this code of conduct may result in disciplinary action.

(l) **Periodic review of Code of Conduct**

The Company will monitor compliance with this code of conduct periodically by liaising with the Board, Management and staff especially in relation to any areas of difficulty which arise from the code of conduct and any other ideas or suggestions for improvement of the code of conduct. Suggestions for improvements or amendments to the code of conduct can be made at any time.

(m) **Code of Conduct for Directors, employees and contractors**

The Company will endeavour to ensure that the above principles in this code of conduct are implemented and adopted by Directors, employees and contractors of the Company by importing the following principles into the terms of such engagements. Specifically, Directors, employees and contractors will be encouraged and expected to:

- (1) act in the best interests of the Company;
- (2) actively promote the highest standards of ethics and integrity in carrying out their duties for the Company and act honestly;
- (3) comply with the laws and regulations that apply to the Company and its operations;
- (4) not knowingly participate in any illegal or unethical activity;
- (5) disclose any actual or perceived conflicts of interest of a direct or indirect nature of which they become aware and not enter any arrangement or participate in any activity that would conflict with the Company's best interest or which they believe could compromise in any way the reputation or performance of the Company;
- (6) respect confidentiality of all information of a confidential nature which is acquired in the course of the Company's business and not disclose or make improper use of such confidential information to any person unless specific authorisation is given for disclosure or disclosure is legally mandated;
- (7) deal with the Company's customers, suppliers, competitors and each other with the highest level of honesty, fairness and integrity and to observe the rule and spirit of the legal and regulatory environment in which the Company operates;
- (8) protect the assets of the Company to ensure availability for legitimate business purposes and ensure all corporate opportunities are enjoyed by the Company and that no property, information or position belonging to the Company or opportunity arising from these is used for personal gain or to compete with the Company; and
- (9) report any breach of this code of conduct to Management, who will treat reports made in good faith of such violations with respect and in confidence.

**1.9 Communications with investors**

The Company aims to ensure that shareholders are kept informed of all major developments affecting the state of affairs of the Company. To achieve this, the Company communicates information regularly to shareholders through a range of forums and publications.

The Company's website is one of its key communication tools and the Company endeavours to keep its website up-to-date, complete and accurate. The Company's website includes a facility for the public to send email queries and comments. The Company will endeavour to respond to all queries within 10 business days of receipt. The Company encourages investors and other financial market participants to express their views to the Company on matters of

concern or interest to them through the email details provided on its website. Where appropriate, those views will be distilled and communicated to the Board.

The Company uses its annual general meeting (**AGM**) as an opportunity to further engage with its shareholders and seek their input on the management of the Company. The Company will undertake a number of steps to seek to maximise shareholders' ability to participate in the AGM process by:

- (a) making Directors, members of Management and the external auditor available at the AGM;
- (b) allowing shareholders in attendance at the AGM a reasonable opportunity to ask questions regarding the items of business, including questions to the external auditor regarding the conduct of the audit and the preparation and content of the auditor's report; and
- (c) providing shareholders who are unable to attend the AGM with an opportunity to submit questions in advance of the AGM.

#### **1.10 Selection of external auditor and rotation of audit engagement partner**

##### **(a) Responsibility**

The Board is responsible for the initial appointment of the external auditor and the appointment of a new external auditor when any vacancy arises. Any appointment made by the Board must be ratified by shareholders at the next AGM of the Company.

##### **(b) Selection criteria**

###### **(1) Mandatory criteria**

Candidates for the position of external auditor of the Company must be able to demonstrate independence from the Company and an ability to maintain independence through the engagement period. Further, the successful candidate must have arrangements in place for the rotation of the audit engagement partner on a regular basis.

###### **(2) Other criteria**

Other than the mandatory criteria mentioned above, the Board may select an external auditor based on criteria relevant to the business of the Company such as experience in the industry in which the Company operates, references, cost and any other matters deemed relevant by the Board.

##### **(c) Review**

The Audit and Risk Committee will review the performance of the external auditor on an annual basis.

#### **1.11 Committees**

- (a) As set out in subclause 1.1(b), one of the functions of the Board is to form and monitor any special purpose Committees established to review certain aspects of the operations of the Company, having regard to the principles under this Section 1.
- (b) The Company may in (if the Directors consider that the Company is of a size or its affairs of such complexity as to justify their formation) establish the following Committees for this purpose:
  - (1) Nomination and Remuneration Committee;



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- (2) Audit and Risk Committee; and
    - (3) Corporate Governance Committee.
  - (c) The Charters of each of these Committees are set out in this document.

## Section 2 Corporate Governance Committee Charter

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### 2.1 Committee members

The Company has not formally established a Corporate Governance Committee as the Directors consider that the Company is not of a size nor are its affairs of such complexity as to justify the formation of this Committee. The Board considers that it is able to efficiently and effectively oversee and address these issues without establishing a separate Corporate Governance Committee. In doing so, the Board will be guided by the Charter set out below.

The Company will review this position annually and determine whether a Corporate Governance Committee needs to be established.

### 2.2 Purpose

The Corporate Governance Committee Charter (in this Section 2, **Charter**) sets out the role, responsibilities, powers, authority and membership requirements of the Corporate Governance Committee (in this Section 2, **Committee**).

Key features of the Charter will be outlined in the Corporate Governance Statement or the Annual Report. The Charter is available to shareholders of the Company on the Company's website.

### 2.3 Definition and objectives of Committee

The Committee is a committee of the Board.

The Committee is responsible for:

- (a) reviewing the performance of the Board and each individual Director;
- (b) reviewing compliance by the Company with the Charter;
- (c) ensuring an appropriate Board and Committee structure is in place to enable the Board to properly perform its review function, having regard to the size of the Company and the nature of its operations;
- (d) assist the Board in assessing the independence of Directors;
- (e) preparing and reviewing the Company's annual public disclosures as required by the ASX Listing Rules regarding the Company's corporate governance system, including preparing the Corporate Governance Statement;
- (f) periodically reviewing the Company's policies and procedures regarding meeting its continuous disclosure requirements;
- (g) periodically considering areas of potential liabilities of Directors and seeking to ensure the Company adopts reasonable protective measures;
- (h) assessing the adequacy and quality of information provided to the Board prior to and during its meetings;
- (i) reviewing periodically this Charter, the Company's Corporate Governance Charter, Trading Policy, Corporate Ethics Policy and Diversity Policy and any other issues related to corporate governance, and recommending any proposed changes to the Board for approval;
- (j) ensuring that the necessary controls are in place for risk management to be maintained;

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- (k) considering any changes to governance guidelines or recommendations of the ASX, and proposing any changes to the Board for approval;
  - (l) conducting an annual performance self-evaluation of the Committee;
  - (m) appraising the Board regularly of significant developments in the course of performing the above duties, including reviewing with the full Board any issues that arise; and
  - (n) ensuring, so far as is practicable having regard to the size of the Company and the nature of its operations, compliance by the Company and the Board with the Corporate Governance Principles and Recommendations.

The purposes and provisions specified in this Charter are meant to serve as guidelines, and the Committee is delegated the authority to adopt such additional procedures and standards as it deems necessary from time to time to fulfil its responsibilities. Nothing in this Charter will, or is intended to, expand applicable standards of liability under the Corporations Act for directors of a corporation.

## **2.4 Powers and authority of Committee**

The Committee has the ability to direct any special investigations deemed necessary, to obtain access to the Company's professional advisors as needed and to consult independent experts, where considered necessary, to carry out its duties and has the authority to retain persons having special competencies (including, without limitation, legal or other consultants and experts) to assist the Committee in fulfilling its responsibilities.

The costs of consultations commissioned by the Committee will be borne by the Company.

The Committee has been, and will be, granted by the Board unrestricted access to all information and all employees have been, and will be, directed to cooperate as requested by members of the Committee.

## **2.5 Reporting**

Proceedings of all meetings are to be minuted and signed by the chairperson of the Committee (in this Section, Committee Chairperson).

The Committee, through the Committee Chairperson, is to report to the Board at the earliest possible Board meeting after the Committee meeting regarding the determinations and conclusions at its meetings. Minutes of all Committee meetings (and circular resolutions of the Committee) are to be circulated to the Board. The report will include, but is not limited to:

- (a) the minutes of the Committee meetings and any formal resolutions;
- (b) information about any examination or assessment carried out by the Committee including the results of such assessments;
- (c) an assessment of:
  - (1) the Board and Committee structure;
  - (2) the adequacy and quality of information provided to the Board prior to and during its meetings;
  - (3) the various Charters;
  - (4) the adequacy of controls in place for risk management; and
  - (5) the effectiveness of the Committee;

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- (d) any recommendations for changes to procedures implemented by the Company, the Board or any Committee;
  - (e) any matters that in the opinion of the Committee should be brought to the attention of the Board and any recommendations requiring Board approval or action;
  - (f) at least annually, a review of the formal written Charter and its continuing adequacy, and an evaluation of the extent to which the Committee has met the requirements of the Charter; and
  - (g) where appropriate, summarise the Committee's activities during the year, including:
    - A. a summary of the Committee's main authority, responsibilities and duties;
    - B. biographical details of the Committee's members, including expertise, appointment, dates and terms of appointment;
    - C. details of meetings, including the number of meetings held during the relevant period and the number of meetings attended by each member;
    - D. explanation of any departures from the best practice recommendations under the Corporate Governance Principles and Recommendations;
    - E. details of any change to the independent status of each member during the relevant period, if applicable; and
    - F. details of any determinations made by the Committee in satisfying its objectives.

## **2.6 Application of Standing Rules**

The Standing Rules for Committees apply to, and are deemed to be incorporated into this Charter, save where the Standing Rules conflict with any of the terms of this Charter.

## Section 3    Audit and Risk Committee Charter

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### 3.1    Committee members

- (a)    The Board has established an Audit and Risk Committee.
- (b)    The Board, on the recommendation of the Chairperson, will determine the composition of the Audit and Risk Committee including the Committee Chair.
- (c)    The Audit and Risk Committee (in this Section, **Committee**) will ideally consist of the following:
  - (1)    a minimum of three members;
  - (2)    only non-executive Directors (if the Company has three or more non-executive Directors, otherwise the Board may appoint executive Directors to the Committee);
  - (3)    a majority of Independent Directors; and
  - (4)    an Independent Director as the chairperson who is not the Chairperson of the Board.
- (d)    Each member of the Audit and Risk Committee is to be financially literate and ideally at least one member of the Committee is to have accounting or related financial management experience. The members of the Audit and Risk Committee should, between them, have the accounting and financial expertise, technical knowledge and a sufficient understanding of the industry in which the Company operates, to discharge the Charter.
- (e)    The Company Secretary, Chief Financial Officer, any accounting personnel for the Company and any representatives of the auditors or other experts may be invited to form part of the Committee or to attend meetings of the Committee from time to time.

### 3.2    Purpose

- (a)    The Audit and Risk Committee Charter (in this Section, **Charter**) sets out the role, responsibilities, composition, authority and membership requirements of the Committee.
- (b)    Key features of the Charter will be outlined in the Corporate Governance Statement, Annual Report or on the Company's website. The Charter is available to shareholders of the Company on the Company's website.

### 3.3    Definition and objectives of Committee

- (a)    The Committee is a committee of the Board.
- (b)    The Committee's primary function is to assist the Board in discharging its responsibility to exercise due care, diligence and skill in relation to the Company by:
  - (1)    **Audit related**
    - (A)    reviewing and making recommendations to the Board in relation to whether the Company's financial statements reflect the understanding of the members of the Committee, and otherwise provide a true and fair view of the financial position and performance of the Company;

- (B) reviewing and ensuring that any corporate reports that are not audited are materially accurate, balanced and provide investors with appropriate information to make informed investment decisions;
- (C) reviewing and making recommendations to the Board in relation to the appropriateness of the accounting judgments or choices exercised by Management in preparing the Company's financial statements;
- (D) ensuring that the quality of financial controls is appropriate for the business of the Company;
- (E) reviewing the scope, results and adequacy of external and internal audits;
- (F) requiring the external auditors to report to the Committee;
- (G) monitoring corporate conduct and business ethics and ongoing compliance with laws and regulations, including with the *Corporations Act 2001* (Cth), the ASX Listing Rules and other legislative and reporting requirements;
- (H) maintaining open lines of communication between the Board, Management and the external auditors, thus enabling information and points of view to be freely exchanged;
- (I) reviewing matters of significance affecting the financial welfare of the Company;
- (J) ensuring that systems of accounting and reporting of financial information to shareholders, regulators and the general public are adequate and making recommendations in this regard;
- (K) reviewing the Company's internal financial control system;
- (L) considering and making recommendations regarding the appointment and removal of the external auditor and approving the remuneration and terms of engagement of the external auditor;
- (M) monitoring and reviewing the external auditor's independence, objectivity and effectiveness, taking into consideration relevant professional and regulatory requirements and the performance of the external auditor;
- (N) developing and implementing policy on the engagement of the external auditor to supply non-audit services, taking into account relevant ethical guidance regarding the provisions of non-audit services by the external audit firm and making recommendations on any proposal by the external auditor to provide non-audit services;
- (O) where the Company has an internal audit function, reviewing and making recommendations regarding:
  - (i) the appointment or removal of the head of internal audit;
  - (ii) the scope and adequacy of the internal audit work plan; and
  - (iii) the objectivity and performance of the internal audit function, and

- (B) reviewing related party transactions and considering the adequacy of disclosure of those transactions in the financial statements.

(2) **Risk related**

- (A) reviewing and making recommendations to the Board in relation to the adequacy of the Company's processes for managing risks, including:
    - (i) in relation to any incident involving fraud or other break down of the Company's internal controls; and
    - (ii) in relation to the Company's insurance program, having regard to the Company's business and the insurable risks associated with the business;
  - (B) ensuring the development and maintenance of an appropriate risk management policy framework that will provide guidance to Management in implementing appropriate risk management practices throughout the Company's operations, practices and systems and overseeing this framework;
  - (C) defining and periodically reviewing risk management as it applies to the Company and clearly identifying all stakeholders;
  - (D) ensuring the Committee clearly communicates the Company's risk management philosophy, policies and strategies to Directors, Management, employees, contractors and appropriate stakeholders;
  - (E) ensuring that the Board and Management establish a risk aware culture which reflects the Company's risk policies and philosophies;
  - (F) reviewing methods of identifying broad areas of risk and setting parameters or guidelines for business risk reviews;
  - (G) making informed decisions regarding business risk management, internal control systems, business policies and practices and disclosures; and
  - (H) considering capital raising, treasury and market trading activities with particular emphasis on risk treatment strategies, products and levels of authorities.
- (c) Membership of the Committee will be disclosed in the Corporate Governance Statement, the Annual Report or the Company's website, together with details of the relevant experience and qualifications of members of the Committee.

### 3.4 Reporting

- (a) Proceedings of all meetings are minuted and signed by the chairperson of the Committee (in this Section, **Committee Chairperson**).
- (b) The Committee, through the Committee Chairperson, is to report to the Board at the earliest possible Board meeting after each Committee meeting regarding the determinations and conclusions of the Committee at its meetings. Minutes of all Committee meetings (and circular resolutions of the Committee) are to be circulated to the Board. The report will include but is not limited to:
  - (1) the minutes of the Committee and any formal resolutions;

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- (2) information about the audit process including the results of internal and external audits;
  - (3) an assessment of:
    - (A) whether external reporting is consistent with Committee members' information and knowledge and is adequate for shareholder needs; and
    - (B) the management processes supporting external reporting;
  - (4) procedures for the selection and appointment of the external auditor and for the rotation of external audit partners;
  - (5) recommendations for the appointment or removal of an auditor;
  - (6) any determination by the Committee relating to the performance and independence of the external auditor and whether the Committee is satisfied that independence of this function has been maintained having regard to the provision of non-audit services;
  - (7) assessment of the performance and objectivity of the internal audit function;
  - (8) results of its review of risk management and internal compliance and control systems;
  - (9) information about its assessment of any material exposure of the Company to economic, environmental and social sustainability risks (if any) and how it proposes that these risks may be managed;
  - (10) any matters that in the opinion of the Committee should be brought to the attention of the Board and any recommendations requiring Board approval or action;
  - (11) at least annually, a review of the Company's risk management policy framework and of the formal written Charter and their continuing adequacy, and an evaluation of the extent to which the Committee has met the requirements of the Charter; and
  - (12) where appropriate, summarise the Committee's activities during the year, including:
    - A. a summary of the Committee's main authority, responsibilities and duties;
    - B. biographical details of the Committee's members, including expertise, appointment, dates and terms of appointment;
    - C. member and related party dealings with the Company;
    - D. details of meetings, including the number of meetings held during the relevant period and the number of meetings attended by each member;
    - E. explanation of any departures from recommendations 4.1, 7.1, 7.2, 7.3 and 7.4 of the Corporate Governance Principles and Recommendations;
    - F. details of any change to the independent status of each member during the relevant period, if applicable; and



- G. details of any determination by the Committee regarding the external auditor's independence.

### **3.5 Risk management policies**

The Committee will ensure that the necessary controls are in place for an appropriate risk management framework to be maintained by:

- (a) devising a means of analysing the effectiveness of risk management and internal compliance and control systems and of the effectiveness of their implementation; and
- (b) reviewing the Company's risk management framework at least annually to satisfy the Committee that it continues to be sound.

### **3.6 Attendance at meetings**

- (a) Other Directors (executive and non-executive) have a right of attendance at meetings. However, no Director is entitled to attend that part of a meeting at which an act or omission of that Director or a contract, arrangement or undertaking involving or potentially involving that Director or a related party of that Director is being investigated or discussed.
- (b) Notwithstanding subclause 3.6(a), if in the opinion of the Committee, their investigation or discussion will be assisted by hearing from the interested Director, the Committee may invite that Director to address the Committee. The Committee will give fair consideration to that address. The Director will not, however, be invited to take part in the deliberations following that address.

### **3.7 Access**

- (a) The Committee will have unlimited access to the external and internal auditors, and to senior management of the Company and any group member. The Committee will also have the ability and authority to seek any information it requires to carry out its duties from any officer or employee of the Company and such officers or employees will be instructed by the Board to co-operate fully in provision of such information. The Committee will also have the ability to interview Management and internal and external auditors (with or without Management present).
- (b) The Committee also has the authority to consult independent experts where they consider it necessary to carry out their duties. Any costs incurred as a result of the Committee consulting an independent expert will be borne by the Company.

### **3.8 Application of Standing Rules**

The Standing Rules for Committees apply to, and are deemed to be incorporated into this Charter, save where the Standing Rules conflict with any of the terms in this Charter.

## Section 4 Nomination and Remuneration Committee Charter

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### 4.1 Committee members

- (a) The Board has established the Nomination and Remuneration Committee.
- (b) The Board, on the recommendation of the Chairperson, will determine the composition of the Nomination and Remuneration Committee including the Committee Chair.

### 4.2 Purpose

- (a) The Nomination and Remuneration Committee Charter (in this Section, **Charter**) sets out the role, responsibilities, composition, authority and membership requirements of the Nomination and Remuneration Committee (in this Section, **Committee**).
- (b) Key features of the Charter will be outlined in the Corporate Governance Statement, the Annual Report or the Company's website. The Charter is available to shareholders of the Company on the Company's website.

### 4.3 Definition and objectives of Committee

- (a) The Committee is a committee of the Board which will ideally be comprised of:
  - (1) a minimum of three members;
  - (2) only non-executive Directors (if the Company has three or more non-executive Directors, otherwise the Board may appoint executive Directors to the Committee);
  - (3) a majority of Independent Directors; and
  - (4) an Independent Director as the chairperson.

If the Committee includes an executive Director, the executive Director should not be involved in deciding his or her own remuneration and should be cognisant of any potential conflict of interest if he or she is involved in setting remuneration for other executives that may indirectly affect his or her own remuneration.

#### Nominations

- (b) The Committee is responsible for assisting the Board in relation to the appointment of members to the Board and of Management (including, without limitation, a Chief Executive Officer, a Chief Financial Officer or a chief operating officer (to the extent that the Company has or requires such positions)), and for the review of the performance of such persons.
- (c) The Committee is also responsible for implementing the Diversity Policy and ensuring that the Company seeks to achieve its objectives set out in the Diversity Policy across all levels in the Company.
- (d) The Committee will discharge its responsibility by:
  - (1) developing criteria for seeking and reviewing candidates for a position on the Board or as a senior executive of the Company (as applicable), including implementation of processes to assess the necessary and desirable attributes of Board members and senior executives including relevant industry expertise, prior public company experience (especially at the board and committee levels), and other specialized knowledge and technical, professional and social skills most likely to result in superior performance in exercising the duties and

discharging the obligations and responsibilities as a member of the Board or a Committee established by the Board or in their role as a senior executive of the Company;

- (2) identifying suitable candidates from diverse backgrounds for appointment to the Board, Management or senior executive positions;
- (3) undertaking appropriate checks on candidates for Board or senior executive positions, including as to the person's character, experience, education, criminal history and bankruptcy. A review should also be undertaken of the candidate's other commitments and whether the candidate will have sufficient time to fulfil his or her responsibilities as a Director or member of the Board or in their role as a senior executive of the Company;
- (4) reviewing appropriate applications for positions on the Board and for senior executive roles and recommending individuals for consideration by the Board;
- (5) ensuring the Company enters a written agreement with each Director, senior executive and member of Management, setting out the terms of their appointment to ensure both parties have a clear understanding of their roles and responsibilities;
- (6) in the case of a non-executive Director, the agreement referred to in (5) above should set out, among other things:
  - (A) the term of appointment and circumstances in which the office will become vacant;
  - (B) time commitments envisaged, as well as expected involvement with Committees or special duties;
  - (C) remuneration (including superannuation) and indemnity and insurance arrangements;
  - (D) requirements regarding disclosure of Director's interests and any matters which may affect the independence of the Director;
  - (E) the requirement to comply with key policies of the Company, including the Corporate Governance Charter, Disclosure Policy, Diversity Policy and Trading Policy;
  - (F) the Company's policy as to when Directors may seek independent advice at the expense of the Company; and
  - (G) ongoing rights of access to corporate information and ongoing confidentiality obligations;
- (7) in the case of a member of Management or senior executive, the agreement should generally address the above-mentioned information, as well as a clear description of the individual's position, duties and responsibilities, the person to whom they should report, circumstances which may result in termination and any entitlements on termination;
- (8) complete and disclose a Board "skills matrix" (with reference to clause 1.1(c) above), to identify any gaps in the collective skills of the Board that should be addressed as part of professional development initiatives and succession planning;

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- (9) implementing a program for inducting new Directors and providing appropriate professional development opportunities for Directors to develop and maintain the skill and knowledge required to perform their roles effectively;
  - (10) reviewing the time requirements of the non-executive Directors and whether those Directors are meeting those requirements;
  - (11) reviewing and making recommendations in respect of Board succession planning generally and ensuring there are plans in place to manage the succession of Management;
  - (12) recommending strategies to address board Diversity and increasing the proportion of women in the Company;
  - (13) recommending procedures for adoption by the Board for the proper oversight of the Board and Management;
  - (14) ensuring that such procedures, once adopted, are implemented such that the performance of the Board, its Committees, each member of the Board and of Management is reviewed and assessed each year in accordance with the procedures. In relation to the review of the Chairperson, a suitable non-executive Director should be allocated responsibility after having obtained the views of the other Directors;
  - (15) reporting to the Board on, and providing recommendations to address, any issues that may emerge from the periodic review of the Board, its Committees, each member of the Board and Management;
  - (16) annually reviewing the composition of each Committee established by the Board and presenting to the Board recommendations for membership of those Committees; and
  - (17) reviewing and making recommendations to the Board in relation to the development and implementation of a process for evaluating the performance of the Board, its Committees and Directors.

#### **Remuneration**

- (e) In developing the structure for executive remuneration, consider matters including that:
  - (1) Management should be remunerated by an appropriate balance of fixed remuneration and performance based remuneration;
  - (2) levels of fixed remuneration should be reasonable and fair, relative to the scale of the Company's business, and should reflect core performance requirements and expectations;
  - (3) any performance based remuneration should be clearly linked to specific performance targets which are aligned to the Company's short and long term performance objectives. Such targets should be appropriate to the Company's circumstances, goals and risk appetite;
  - (4) equity based remuneration may include, among other things, options or performance rights. Such remuneration should include appropriate hurdles that are aligned to the Company's longer term performance objectives and should be structured in a manner so as to ensure they do not lead to a short term focus or the taking of undue risks; and
  - (5) any termination payments for Management should be agreed in advance and should not be applied in the case of removal for misconduct. Consideration will

be given as to whether shareholder approval will be required for any termination payments.

- (f) The Committee is responsible for reviewing the remuneration policies and practices of the Company and making recommendations to the Board in relation to:

- (1) Management remuneration and incentive plans including, but not limited to:

- (A) pension and superannuation rights and compensation payments and any amendments to that policy proposed from time to time by Management;
- (B) reviewing the on-going appropriateness and relevance of the Management remuneration policy and other Management benefit programs;
- (C) considering whether to seek shareholder approval of the Management remuneration policy;
- (D) overseeing the implementation of the remuneration policy; and
- (E) reviewing and approving the total proposed payments from each member of Management,

and in respect of such Management remuneration, reviewing the competitiveness of the Company's Management compensation programmes to ensure:

- (F) the programmes are attractive, with a view to ensuring the retention of the Company's Management;
- (G) the motivation of the Company's Management to achieve the Company's business objectives; and
- (H) the alignment of the interests of key leadership with the long term interests of the Company's shareholders;

- (2) remuneration packages for Management including, but not limited to:

- (A) considering and making recommendations to the Board on the entire specific remuneration for each individual of Management (including fixed remuneration, performance based remuneration, equity based remuneration, termination benefits, retirement rights, service contracts and superannuation), having regard to the Management remuneration policy; and
- (B) considering whether shareholder approval will be required;

- (3) non-executive Director remuneration including, but not limited to:

- (A) the Company's remuneration framework for non-executive Directors, including the process by which any pool of non-executive Directors' fees approved by shareholders are allocated to non-executive Directors;
- (B) in developing the structure, considering matters including that:
  - (i) non-executive Directors should normally be remunerated by way of fees (in the form of cash, non-cash benefits or superannuation contributions);

- (ii) levels of fixed remuneration for non-executive directors should reflect the time commitment and responsibilities of the role;
  - (iii) non-executive Directors should not receive performance based remuneration;
  - (iv) non-executive Directors may receive Securities as part of their remuneration, however, they should not receive options with performance hurdles attached or performance rights as part of their remuneration; and
  - (v) non-executive directors should not be provided with retirement benefits (other than statutory superannuation),
- (C) ensuring that the fees for non-executive members of the Board are within the aggregate amount approved by shareholders; and
- (D) providing, in the Corporate Governance Statement, any departures from recommendation 8.2 if necessary;
- (4) the Company's recruitment, retention and termination policies and procedures for senior management;
- (5) incentive plans (equity and cash based) including, but not limited to:
  - (A) reviewing and approving the design of all equity based plans;
  - (B) keeping all plans under review in light of legislative, regulatory and market developments;
  - (C) for each equity-based plan, determining each year whether awards will be made under that plan;
  - (D) ensuring that the equity-based executive remuneration is made in accordance with the thresholds set in plans approved by shareholders;
  - (E) reviewing and approving total proposed awards under each plan;
  - (F) in addition to considering awards to executive Directors and direct reports to the Chief Executive officer, reviewing and approving proposed awards under each plan on an individual basis for executives as required under the rules governing each plan or as determined by the Committee; and
  - (G) reviewing, approving and keeping under review performance hurdles for each equity-based plan;
- (6) superannuation arrangements;
- (7) remuneration of members of other Committees of the Board; and
- (8) whether there is any gender or other inappropriate bias in remuneration for Directors, Management or other employees of the Company.

#### 4.4 Remuneration policies

- (a) The Committee should design the remuneration policy in such a way that it:
  - (1) motivates Directors and Management to pursue the long-term growth and success of the Company within an appropriate control framework; and

- (2) demonstrates a clear relationship between key executive performance and remuneration.
- (b) In performing its role, the Committee is required to ensure that:
- (1) the remuneration offered is in accordance with prevailing market conditions, and that exceptional circumstances are taken into consideration;
- (2) contract provisions reflect market practice; and
- (3) targets and incentives are based on realistic performance criteria.
- (c) The Committee will also:
- (1) overview the application of sound remuneration and employment practices across the Company; and
- (2) ensure the Company complies with legislative requirements related to employment practices.

#### 4.5 Approval

The Committee must approve the following prior to implementation:

- (a) changes to the remuneration or contract terms of Executive Directors and Management;
- (b) the design of new, or amendments to current, equity plans or Management cash-based incentive plans;
- (c) the total level of compensation proposed from equity plans or executive cash-based incentive plans; and
- (d) termination payments to executive Directors or Management, including consideration of early termination, except for removal for misconduct.

#### 4.6 Reporting

- (a) Proceedings of all meetings of the Committee are to be minuted and signed by the Chairperson.
- (b) The Committee, through the chairperson of the Committee (in this Section, **Committee Chairperson**), is to report to the Board at the earliest possible Board meeting after the Committee meeting regarding the determinations and conclusions of the Committee at its meetings. Minutes of all Committee meetings (and circular resolutions of the Committee) are to be circulated to the Board. The report should include but is not limited to:
- (1) the minutes of the Committee and any formal resolutions;
- (2) procedures for the selection and appointment of proposed Board and Management representatives and for the monitoring of the performance of the Board and Management;
- (3) the steps taken to ensure that a diverse range of candidates is considered;
- (4) recommendation for the appointment or removal of a Board member or member of Management;

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- (5) any determination by the Committee relating to the independence of a proposed Board member;
  - (6) an assessment of the performance of the Board, its Committees, any Board member or member of Management;
  - (7) an assessment of the Board “skills matrix” and diversity that the Board currently has or is looking to achieve in its membership;
  - (8) how the Company is performing against its objectives in the Diversity Policy across all levels of the Company;
  - (9) information about the review process undertaken by the Committee;
  - (10) an assessment of:
    - (A) Management remuneration and incentive plans;
    - (B) remuneration packages for Management;
    - (C) non-executive Director remuneration;
    - (D) the Company’s recruitment and retention and termination policies and procedures for Management;
    - (E) incentive plans (equity and cash based);
    - (F) superannuation arrangements; and
    - (G) remuneration of members of other Committees of the Board;
  - (11) recommendations for setting remuneration levels for Directors, Management and Committees;
  - (12) any matter that in the opinion of the Committee should be brought to the attention of the Board and any recommendation requiring Board approval or action;
  - (13) at least annually, a review of the formal written Charter and its continuing adequacy, and an evaluation of the extent to which the Committee has met the requirements of the Charter;
  - (14) providing details of the Company’s policies and practices for the deferral of performance based remuneration and the reduction, cancellation or claw back of performance based remuneration in the event of serious misconduct or a material misstatement in the Company’s financial statements; and
    - A. a summary of the Committee’s main authority, responsibilities and duties;
    - B. biographical details of the Committee’s members, including expertise, appointment, dates and terms of appointment;
    - C. details of meetings, including the number of meetings held during the relevant period and the number of meetings attended by each member;
    - D. explanation of any departure from recommendations 8.1, 8.2 and 8.3, and from best practice having regard to Principles 1 and 2, of the Corporate Governance Principles and Recommendations; and



- For personal use only
- E. details of the mix of skills and diversity which the Board is looking to achieve in membership of the Board;
  - F. details of the policies introduced to address Board and employee Diversity, including but not limited to strategies to increase the proportion of women at all levels of the Company;
  - G. the measurable objectives that are, or will be, set by the Board to achieve gender diversity in accordance with the Diversity Policy and progress towards achieving them;
  - H. details of any change to the independent status of each member during the relevant period, if applicable.

#### **4.7 Meetings**

- (a) Despite the Standing Rules, there is no requirement that the Committee meet a set number of times or intervals during a year. Rather, the Committee will meet at such intervals as required to fulfil its obligations.
- (b) In addition, the Committee Chairperson is required to call a meeting of the Committee if requested to do so by any Committee member, the internal or external auditors, the Chairperson of the Board or any other Board member.
- (c) The Committee may also seek input from individuals on remuneration policies but no individual should be directly involved in deciding his or her own remuneration.

#### **4.8 Attendance at meetings**

Other Directors (executive and non-executive) have a right of attendance at meetings. However, no Director is entitled to attend that part of a meeting at which the remuneration of that Director or a related party of that Director is being discussed.

Notwithstanding this clause 4.8, if in the opinion of the Committee, its investigation or discussion will be assisted by hearing from the interested Director, the Committee may invite that Director to address the Committee. The Committee will give fair consideration to that address. The Director will not, however, be invited to take part in the deliberations following that address.

#### **4.9 Access**

- (a) The Committee will have access to employees of the Company and appropriate external advisers. The Committee may meet with these external advisers with or without Management being present. The Committee will also have the ability and authority to seek any information it requires to carry out its duties from any officer or employee of the Company and such officers or employees will be instructed by the Board to co-operate fully in provision of such information. The Committee will have the ability to interview Management and Directors where considered necessary or appropriate.
- (b) The Committee also has the authority to consult independent experts where they consider it necessary to carry out their duties. Any costs incurred as a result of the Committee consulting an independent expert will be borne by the Company.

#### **4.10 Application of Standing Rules**

The Standing Rules for Committees apply to, and are deemed to be incorporated into this Charter, save where the Standing Rules conflict with any of the terms in this Charter.

## **Section 5 Standing Rules of Committees**

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### **5.1 Application**

These Standing Rules apply to and are deemed to be incorporated into the Charter of each Committee, except where the terms of these Standing Rules conflict with those of the relevant Charter.

### **5.2 Composition**

- (a) The composition of each Committee will be determined in accordance with the following principles:
  - (1) each Committee will aim to have membership which comprises only non-executive Directors, save where there is not a sufficient number of non-executive Directors or the Board considers that to do so for a particular Committee would be unnecessary or desirable, in which case, the Board may appoint one or more executive Directors to the Committee;
  - (2) each Committee will aim to have a majority of its members being Independent Directors (where appropriate, given the size of the Company and the Board);
  - (3) provided the Committee includes at least one Independent Director, the chairperson of the Committee will be an Independent Director; and
  - (4) the Committee will comprise at least three members.
- (b) Membership of each Committee will be disclosed in the Corporate Governance Statement, the Annual Report or the Company's website.
- (c) Committee members are appointed by the Board.
- (d) The term of appointment as a member is for a period of no more than one year, with Committee members generally being eligible for re-appointment for so long as they remain Directors. The effect of ceasing to be a Director is the automatic termination of that individual's appointment as a member of each Committee.
- (e) Membership of each Committee should be confirmed annually by the Board at the Board's first meeting following its annual shareholder meeting.
- (f) Each Director may attend Committee meetings but will have no voting rights unless he or she is a member of the relevant Committee.

### **5.3 Chairperson**

- (a) The chairperson of each Committee is selected by the Board.
- (b) Should the chairperson be absent from a meeting and no acting chairperson has been appointed, the members of the relevant Committee present at the meeting have authority to choose one of their number to be chairperson for that particular meeting.

### **5.4 Meetings**

- (a) Each Committee will meet at such intervals as required to fulfil its obligations but must meet at least annually, unless otherwise specified in the Charter applicable to that Committee.

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- (b) In addition, the chairperson of a Committee is required to call a meeting of that Committee if requested to do so by any member of that Committee, the external auditors, the internal auditors, the Chairperson or another Board member.
  - (c) The chairperson of each Committee will appoint an executive or the Company Secretary to act as secretary to that Committee who will be responsible:
    - (1) in conjunction with the chairperson, for drawing up the agenda, supported by explanatory documentation, and circulating it to the relevant Committee members prior to each meeting; and
    - (2) for keeping the minutes of each meeting of that Committee and circulating them to Committee members and to the other members of the Board.
  - (d) A quorum will consist of two members.
  - (e) The chairperson of each Committee will report to the Board following each meeting of that Committee on the decisions and any recommendations to the Board made by the Committee.
  - (f) Meetings may be held in any location and may be held by means of teleconference or videoconference.

## **5.5 Fees**

A member of each Committee may be entitled to receive remuneration as determined from time to time by the Board on the recommendation of the Nomination and Remuneration Committee.

## **5.6 Review of Charter**

- (a) Each Charter is to be reviewed annually by the relevant Committee to ensure it remains consistent with that Committee's authority, objectives and responsibilities.
- (b) Significant changes to the Charter must be recommended by the relevant Committee and approved by the Board.

## **5.7 Duties and responsibilities**

- (a) The duties and responsibilities of a member of each Committee are in addition to those duties set out for a Director of the Board.
- (b) The duties and responsibilities of a member of each Committee are set out in each Charter.

## Section 6 Corporate Ethics and Continuous Disclosure Policy

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### 6.1 Introduction

Directors are subject to certain stringent legal requirements regulating their conduct, both in terms of their internal conduct as Directors and in their external dealings with third parties both on their own behalf and on behalf of the Company.

To assist Directors in discharging their duty to the Company in compliance with the relevant laws to which they are subject, the Company has adopted a Corporate Ethics Policy (**Policy**).

This Policy sets out rules binding Directors in respect of:

- (a) a Director's legal duties as an officer of the Company;
- (b) a Director's obligations to make disclosure to the ASX and the market generally; and
- (c) dealings by Directors in shares in the Company.

### 6.2 Directors' powers and duties

Each Director is required to comply strictly with the legal, statutory and equitable duties as an officer of the Company. Broadly, these duties are:

- (a) to act in good faith and in the best interests of the Company;
- (b) to act with due care and diligence;
- (c) to act for proper corporate purposes;
- (d) to avoid conflicts of interest or duty; and
- (e) to refrain from making improper use of information gained through the office of Director, or taking improper advantage of the office of Director.

### 6.3 General

Directors owe a variety of duties to the Company which may affect the appropriateness of their attendance at, and participation in, meetings of the Board. These duties arise as a result of the general law and also under the Corporations Act.

The Directors should be aware that if they breach their fiduciary duties to the Company, they may be liable to account to the Company for any profit they derive or to indemnify the Company against any loss their breach has caused.

Breaches of the Corporations Act duties may also give rise to an action for damages, fines and penalties or disqualification.

#### (a) Common law fiduciary duties

A director is said to be in a fiduciary, as opposed to an arm's length, relationship with the Company. As such a Director will owe various fiduciary duties to the Company which underlie matters relating to the conduct of a Director, including attendance at, and participation in, meetings. The positive duties of a Director include the duty to act in good faith in the best interests of the Company, to act for proper corporate purposes to give adequate consideration to matters for decision and to keep discretions unfettered.

(b) **Corporations Act**

A Director will also be subject to duties imposed by the Corporations Act. They include the duty to exercise care and diligence, to exercise their powers in good faith and for a proper purpose and not to misuse their position or information obtained from their position to gain an advantage for themselves or others or cause detriment to the Company.

**6.4 General duties of Directors**

(a) **General law duty - to act for proper corporate purposes**

The duty to act for proper corporate purposes requires Directors to exercise the powers granted to them for the purpose for which they were given, not for collateral purposes.

(b) **General law duty - to give adequate consideration and duty not to fetter a director's discretion**

The duty to give adequate consideration to matters for decision and to keep discretions unfettered requires Directors to give adequate consideration to matters when exercising their discretion. They must take positive steps to inform themselves about matters and not simply acquiesce in the decision making process.

(c) **Care and diligence**

(1) **General law and Corporations Act duty - to act with a reasonable degree of care and diligence in exercising a director's powers and discharging a director's duties**

Under the Corporations Act, a Director must exercise the Director's powers and discharge the Director's duties with the degree of care and diligence that a reasonable person would exercise if that person:

- (A) was a director of a company in the same circumstances as the Company; and
- (B) occupied the same office and had the same responsibilities as the Director.

Case law on these provisions illustrates that the scope of the obligation of care and diligence will depend on the nature of the director's role and his or her position with the Company. For instance, generally executive directors will be subject to a higher standard of care and it has been held that a chairperson of a company who is also chairperson of the company's audit and risk management committee may have a higher duty of care than a mere non-executive director.

Apart from the Corporations Act obligation, a failure of a Director to act with a reasonable degree of care and diligence is also likely to be considered negligent.

(2) **Business Judgment Rule**

The Corporations Act provides for a mechanism for a Director to avoid a breach of the Director's duty of care and diligence where certain parameters are met. This is known as the "business judgement rule". All Directors are expected to be familiar with this rule.

In summary, a Director who makes a business judgment is taken to meet the duty of care and diligence (whether under statute or the general law) if the Director:

- (A) makes the judgement in good faith and for a proper purpose;
- (B) does not have a material personal interest in the subject matter of the judgement;
- (C) informs himself or herself about the subject matter of the judgement to the extent he or she reasonably believes to be appropriate; and
- (D) rationally believes that the judgement is in the best interests of the corporation.

The Director's belief that the judgement is in the best interests of the Company is a rational one unless that belief is one that no reasonable person in the Director's position would hold.

A "business judgement" is any decision to take or not take action in respect of a matter relevant to the business operations of the Company.

While the business judgement rule assists Directors to avoid a breach of their duty of care and diligence under both the Corporations Act or under the general law, it does not relieve breaches of the other duties of Directors, whether under the Corporations Act or otherwise, described above.

(d) **Act in good faith**

There are general law and Corporations Act duties:

- (1) to act in good faith in the best interests of the Company;
- (2) to act for a proper purpose;
- (3) not to improperly use the Director's position; and
- (4) not to improperly use information obtained by virtue of the Director's position.

The duty to act in good faith in the best interests of the Company requires Directors to use their discretion honestly and with reasonable care and diligence for the purposes for which it was conferred. A Director must not promote his or her personal interest by making or pursuing a gain in circumstances in which there is a conflict, or a real possibility of a conflict, between his or her personal interests and those of the Company. Additionally, a Director must not act to promote the interest of a third person where there is a conflict, or a real possibility of conflict, between their fiduciary duties to the Company and any duties owed to the third person.

## 6.5 **Avoiding conflicts**

(a) **Attending and participating in Board meetings**

The duties in relation to conflict are of particular importance when a Director is considering whether or not he or she should attend and participate in Board meetings.

This rule requires a Director to avoid situations in which there is a "real and sensible possibility" of conflict between the Director's personal interests and the Company's interests. This duty is also of particular significance where Directors hold multiple directorships. While merely holding multiple directorships, even in competing companies, is not a breach of the rule against conflict, the rule will be breached if the

Director discloses confidential information which the Director has gained as a result of their directorship of the other company.

Consequently, if a Director has a conflicting personal interest, whether direct or indirect, in a matter to be discussed at a meeting of the Board, they should first disclose this matter to the Board and then consider whether participating in the matter would result in a breach of their fiduciary duties.

(b) **Material personal interest**

A Director who has a material personal interest in a matter that relates to the affairs of the Company is required to disclose this to the Company.

Directors who have a material personal interest in a matter generally must not attend a meeting of the Board while that matter is being considered or vote on the matter. However, a Director may do these things if a resolution of the Board is passed to this effect or if ASIC has given its consent.

Despite this, the same caution must be exercised as discussed above if the other Directors consent to the conflicted Director participating in the meeting. The conflicted Director should ensure that participation won't be in breach of his or her fiduciary duties or the duties imposed by the Corporations Act.

(c) **Common directorships**

These duties become particularly relevant where companies have directors in common and a decision involving a potential conflict of interest is required to be taken by one of the companies. In this case, it will generally be prudent for a director who is on the board of both companies not to participate in the decision making process of either company on that matter.

(d) **Directors providing services to Company**

To capitalise on the professional/technical expertise or experience of the Directors from time to time (other than in their capacity as Directors), the Company may engage the services of a Director (or a firm associated with the Director) **only** on the following terms and conditions:

- (1) the scope of the consultancy (or other services) is identified, together with a schedule of estimated costs and charge-out rates to be incurred with the Director or their firm;
- (2) (where considered necessary or appropriate) the Board seeks additional quotations for the same services; and
- (3) the consultancy services are approved by the Board.

## 6.6 Confidentiality

The Directors will have access to any information which the Directors may consider necessary to perform their responsibilities and exercise their independent judgment when making decisions. All information received by a Director in these circumstances must be considered confidential and at all times remains the property of the Company.

Any confidential information of the Company acquired by a Director during the Director's appointment must not be disclosed by the Director, or the Director must not allow it to be disclosed, to any other person unless the disclosure is authorised by the Chairperson or is required by law or regulatory body (including a relevant stock exchange).

## 6.7 Independence

The Board is required to regularly (and in any event, at least annually) assess the independence of Directors to ensure that Directors do not have any relationship or interest that interferes with their unfettered and independent judgment, or could reasonably give the impression that the Director's independence has been compromised.

Set out in Section 2 is the Corporate Governance Committee Charter under which the Corporate Governance Committee is charged with assessing the independence of each Director on behalf of the Board.

Directors are required to co-operate fully with any assessment process and give all reasonable information requested.

Directors are also required to fully and frankly tell the Board about anything that:

- (a) may lead to an actual or potential conflict of interest or duty;
- (b) may lead to a reasonable perception of an actual or potential conflict of interest or duty;
- (c) interferes with a Director's unfettered and independent judgment; or
- (d) could reasonably give the impression that a Director's independence has been compromised.

Directors are also required to tell the Company about any interest which they may have in Securities of the Company (or of a related body corporate) or interest in any contract relating to those Securities. This is discussed in greater detail below.

## 6.8 Dealings by Directors in Securities of Company

The Company has adopted the Trading Policy set out in Section 8 which is designed to ensure that Directors and others associated with the Company do not deal in Securities of the Company at inappropriate times or in inappropriate circumstances.

## 6.9 Notification to the ASX of Directors' interests

Directors must also be aware that pursuant to the provisions of the Corporations Act they are obliged to provide the ASX with appropriate notifications of their interests in the Company.

Pursuant to section 205G of the Corporations Act, Directors must notify the ASX of their:

- (a) relevant interests in Securities of the Company or of a related body corporate; and
- (b) contracts:
  - (1) to which the Director is a party or under which the Director is entitled to a benefit; and
  - (2) that confer a right to call for or deliver shares in, debentures of, or interests in a managed investment scheme made available by the Company or a related body corporate.

Directors must also ensure that the ASX is notified of the above interests in accordance with Listing Rule 3.19A. This Rule requires the Company, not the particular Director, to notify the ASX of the above interests.

Accordingly, the Company will enter into an agreement with each Director under which each Director will be obliged to provide the necessary information to the Company. An agreement of this nature recognises that much of the information required by the ASX, under



section 205G, is held by each Director, by virtue of their position and role within the Company. By entering into a formal agreement, the Company ensures that each Director has been notified of his or her disclosure obligations under the Corporations Act and each Director authorises the Company to give the information provided by him or her to the ASX on his or her behalf and as his or her agent.

In particular, Listing Rule 3.19A provides that:

- (a) when a Director is appointed - the Company must notify the ASX of the above interests within five business days after the appointment (the appropriate form is ASX appendix 3X).

Listing Rule 3.19A requires disclosure of all **notifiable interests** in securities in the Company.

Under Listing Rule 19, a person has a **notifiable interest** in shares if the person has a **relevant interest** in shares within the meaning of the term **relevant interest** in s 9 Corporations Act.

Under s 9 the term **relevant interest** is defined by reference to Sections 608 and 609 of the Corporations Act.

Directors need to exercise care in any assessment of whether they have a notifiable **interest** in securities that may be held by a third party such as;

- an entity (such as a company, partnership or a trust) which they hold shares in;
- a spouse;
- a relative, such as a son or daughter.

Under s 608(1) Corporations Act, a person has a relevant interest in securities if they:

- are the holder of the securities; or
- have power to exercise, or control the exercise of, a right to vote attached to the securities; or
- have power to dispose of, or control the exercise of a power to dispose of, the securities.

Also by virtue of s 608(3);

- if a person has in respect of any body corporate, or managed investment scheme, a voting power that is above 20% , then the person is deemed to have the same relevant interests in any securities that the body corporate or managed investment scheme holds in respect of any securities ; and
- a person, who controls any body corporate, or managed investment scheme, has the relevant interests in any securities that the corporate, or managed investment scheme has.

Under s 608(4), a person controls a body corporate if the person has the capacity to determine the outcome of decisions about the body corporate's financial and operating policies.

It is recommended that a conservative approach be taken in respect of determination of a Director's notifiable interest.

- (b) Accordingly, each Director must provide the following information as at the date of his or her appointment as a Director:
- (1) details of all Securities registered in his or her name, including the number and class of the Securities;
  - (2) details of all Securities not registered in the Director's name but in which he or she has a relevant interest within the meaning of section 9 of the Corporations Act, including the number and class of the Securities, the name of the registered holder and the circumstances giving rise to the relevant interest; and
  - (3) details of all contracts to which the Director is a party or under which the Director is entitled to a benefit, and that confer a right to call for or deliver shares in, debentures of, or interests in a managed investment scheme made available by the Company or a related body corporate, including the number and class of the shares, debentures or interests, the name of the registered holder if the shares, debentures or interests have been issued, and the nature of the Director's interest under the contract.
- (c) where a change in the above interests of a Director occurs - the Company must advise the ASX of the change in the Director's interests no more than five business days after the change occurs (the appropriate form is ASX appendix 3Y). Directors will need to provide to the Company on an on-going basis, as soon as reasonably possible after the date of the change and, in any event, no later than three business days after the date of the change:
- (1) details of changes in Securities registered in the Director's name, including the following:
    - (A) the date of the change;
    - (B) the number and class of Securities held before and after the change;
    - (C) the nature of the change (e.g., on-market, off-market);
    - (D) the consideration paid or received in connection with the change; and
    - (E) if an off-market transaction, the value of the Securities that are the subject of the change;
  - (2) details of changes in Securities not registered in the Director's name but in which he or she has a relevant interest within the meaning of section 9 of the Corporations Act, including the following:
    - (A) the date of the change;
    - (B) the number and class of Securities held before and after the change;
    - (C) the name of the registered holder before and after the change;
    - (D) the circumstances giving rise to the relevant interest;
    - (E) the nature of the change (eg, on-market, off-market);
    - (F) the consideration paid or received in connection with the change; and
    - (G) if an off-market transaction, the value of the Securities that are the subject of the change; and

- (3) details of all changes to contracts to which the Director is a party or under which the Director is entitled to a benefit, and that confer a right to call for or deliver shares in, debentures of, or interests in a managed investment scheme made available by the Company or a related body corporate, including the following:
- (A) the date of the change;
  - (B) the number and class of the shares, debentures or interests to which the interest relates before and after the change;
  - (C) the name of the registered holder if the shares, debentures or interests have been issued; and
  - (D) the nature of the Director's interest under the contract; and
- (d) where a Director ceases to be a Director - the Company must notify the ASX of the interests of the Director at the time the Director ceases to be a Director, no more than five business days after the director ceases to be a Director (the appropriate form is ASX appendix 3Z). Directors must supply to the Company as soon as reasonably possible after the date of ceasing to be a Director and, in any event no later than three business days after the date of ceasing to be a Director, the following information:
- (1) details of all Securities registered in the Director's name, including the number and class of the Securities;
  - (2) details of all Securities not registered in the Director's name but in which he or she has a relevant interest within the meaning of section 9 of the Corporations Act, including the number and class of the Securities, the name of the registered holder and the circumstances giving rise to the relevant interest; and
  - (3) details of all contracts to which the Director is a party or under which he or she is entitled to a benefit, and that confer a right to call for or deliver shares in, debentures of, or interests in a managed investment scheme made available by, the Company or a related body corporate, including the number and class of the shares, debentures or interests, the name of the registered holder if the shares, debentures or interests have been issued, and the nature of the Director's interest under the contract.

Directors should also be aware of the substantial shareholder provisions contained in section 671B of the Corporations Act which require certain notices to be served on the Company and the ASX when a shareholder has a relevant interest in at least 5% of the issued shares in the Company and any changes of more than 1% to that relevant interest.

## 6.10 Company's obligation of disclosure

### (a) ASX Listing Rules

As a Listed entity, the Company must comply with certain continuous disclosure obligations imposed by the Corporations Act and the ASX Listing Rules. Chapter 3 of the ASX Listing Rules requires the Company to provide the ASX with immediate notice of certain material information.

The general disclosure rule imposed on the Company is contained in Listing Rule 3.1 of the ASX Listing Rules:

*"3.1 Once an entity is or becomes aware of any information concerning it that a reasonable person would expect to have a material effect on the price or value of the entity's securities, the entity must immediately tell ASX that information."*

ASX Listing Rule 3.1A provides that Listing Rule 3.1 does not apply to particular information while each of the requirements of Listing Rule 3.1A are satisfied (see subclause 6.10(f) below).

There is also the "false market"/"rumours" disclosure rule in Listing Rule 3.1B as follows:

*"3.1B If ASX considers that there is or is likely to be a false market in an entity's securities and asks the entity to give it information to correct or prevent a false market, the entity must immediately give ASX that information."*

The provisions of chapter 3 are reinforced by chapter 6CA of the Corporations Act. In particular, section 674(2) provides that if:

- (1) provisions of the listing rules of a listing market in relation to an entity require an entity to notify the market operator of information about specified events or matters as they arise for the purpose of the operator making that information available to participants in the market;
- (2) the entity has information that those provisions require the entity to notify to the market operator; and
- (3) that information:
  - (A) is not generally available; and
  - (B) is information that a reasonable person would expect, if it were generally available, to have a material effect on the price or value of securities of the entity,

the entity must notify the market operator of that information in accordance with those provisions.

It is therefore essential that Directors acquaint themselves not only with their personal obligations of disclosure, but also the disclosure obligations imposed on the Company.

(b) **The disclosure obligation**

Under the provisions of Listing Rule 3.1, the Company is required to immediately notify the ASX of any information concerning the Company of which it is, or becomes, aware, and which a reasonable person would expect to have a material effect on the price or value of the Company's shares.

(1) **When is the Company aware of information?**

The Listing Rules provide that the Company is aware of information if a Director or executive officer has, or ought reasonably to have, come into possession of the information in the course of the performance of his or her duties as a Director or executive officer of the Company.

An "executive officer" of the Company means a person who is concerned in, or takes part in, management of the Company. A person can be an executive officer regardless of his or her designation, and irrespective of whether or not the person is a Director.

(2) **The meaning of immediately**

The ASX has issued a guidance note that provides guidance on how the ASX interprets the word "immediately" in the context of disclosure. The guidance note provides that the word "immediately" should not be read as meaning

instantaneously, but rather as meaning promptly and without delay. Doing something promptly and without delay means doing it as quickly as it can be done in the circumstances (acting promptly) and not deferring, postponing or putting it off to a later time (acting without delay).

ASX recognises that the following circumstances may dictate how quickly an entity can give an announcement of particular information to the ASX and will take them into consideration when assessing whether an entity has complied with its disclosure obligations:

- (A) where and when the information originated;
- (B) the forewarning (if any) the entity had on the information;
- (C) the amount and complexity of the information concerned;
- (D) the need in some cases to verify the accuracy or bone fides of the information;
- (E) the need for an announcement to be carefully drawn so it is accurate, complete and not misleading;
- (F) the need for an announcement to comply with specific legal or listing rule requirements, such as the requirement for an announcement that relates to mining or oil and gas activities to comply with chapter 5 of the Listing Rules; and
- (G) the need in some cases for an announcement to be approved by the entity's board or disclosure committee.

(3) **What information has a material effect on price?**

The effect of information on the price or value of the Company shares is to be judged by the expectations of a "reasonable person". A reasonable person would expect information to have a material effect on the price or value of the Company shares if the information would, or would be likely to, influence investors who commonly invest in shares in deciding whether or not to deal in the Company shares.

ASX Guidance Note 8 states that an officer faced with a decision on whether information needs to be disclosed under Listing Rule 3.1 may find it helpful to ask two questions in deciding whether information is information that a reasonable person would expect to be disclosed:

- (A) Would this information influence my decision to buy or sell securities at their current market value?
- (B) Would I feel exposed to an action for insider trading if I were to buy or sell securities in the entity at their current market price, knowing this information had not been disclosed to the market?

If the answer to either question is "yes", then that should be taken to be a cautionary indication that the information may be market sensitive and, if the carve-out from immediate disclosure in Listing Rule 3.1A does not apply, may need to be disclosed under Listing Rule 3.1.

The Company and each Director should be aware of ASX policy with respect to the disclosure of material information relating to the:

- (A) financing arrangements of the Company; and

- (B) existence and terms of any finance arrangements that may be in place in relation to a Director's shareholdings (for example margin loans).

(4) **Trading halts**

Where the Company is or will be trading at any time after it first becomes obliged to give market sensitive information to the ASX under Listing Rule 3.1 and before it can give an announcement with that information to the ASX for release on the market, the Company should consider requesting a trading halt to ensure its Securities are not being traded on an uninformed basis.

The Chairperson and the Chief Executive Officer are authorised to make a decision to request a trading halt. In the absence of the Chairperson or the Chief Executive Officer, the Chief Financial Officer, the Company Secretary or a Director are each authorised to make a decision to request a trading halt. An authorised person will endeavour to consult with the Chairperson and as many Board members as practicable regarding the decision to request a trading halt. No other employees are authorised to request a trading halt or suspension on behalf of the Company.

The Company will have a template letter requesting the ASX to grant a trading halt ready for use at all times. The Company will ensure that the ASX can always contact someone who can speak on behalf of the Company.

(5) **Finance arrangements**

Where the Company has in place or enters into new material financing arrangements or alters existing material financing arrangements which include terms that may be activated on the occurrence of certain events (particularly those beyond the control of the Company, such as market events) disclosure may be required under Listing Rule 3.1 at the time of entry or alteration on the time any such term is activated or becomes likely to be activated.

The disclosure required may include the nature and terms of the arrangements, the trigger event, any other material information such as any impact that triggering of the term may have on the Company's relationship with its bankers, or financial position or financial performance. It may also be appropriate in some circumstances for the Company to request a trading halt if the Company is unable to immediately release the information.

(6) **Employment Contracts**

Listing Rule 3.16.1 requires the Company to immediately tell the ASX of a change of Chairperson, Director, Chief Executive Officer (or equivalent), or Company Secretary. In addition, Listing Rule 3.16.4 requires the Company to immediately disclose the material terms of any employment, service or consultancy agreement (or any variation to such agreement) if or a related entity enters into with its Chief Executive Officer, Directors or a related party of its Chief Executive Officer or any Director.

(7) **Margin loans**

Listing Rule 3.19A and 3.19B require the Company to disclose the notifiable interests of a Director within five business days of the appointment or resignation of the Director or a change occurring to the notifiable interests. Information about shareholders and their shareholdings can be material under Listing Rule 3.1 and require immediate disclosure.

A Director may not enter into any margin loan or similar financial arrangement (**Funding Arrangements**) with regard securities they may hold of AnteoTech.

The Company may be under an obligation under Listing Rule 3.19A to disclose the key terms of any funding arrangements, including the detail of the contract, the nature of the interest, the interest acquired and disposed, and the value/consideration.

In certain circumstances a margin loan may be required to be immediately disclosed under Listing Rule 3.1. Determining whether a funding arrangement is material and requires immediate disclosure is a matter which the Company must decide having regard to the nature of its operations and the particular circumstances of the Company.

(c) **Ramifications of failing to comply**

The ramifications of failing to comply with the continuous disclosure obligations under Listing Rule 3.1 are extremely serious, and may result in the following actions being taken:

(1) **Removal from the ASX**

The ASX may at any time remove the Company from the Official List of the ASX if the Company breaks a Listing Rule.

(2) **Criminal liability**

Under the Corporations Act, a failure to make a disclosure under Listing Rule 3.1 amounts to a criminal offence, and may result in a fine of 6,000 penalty units for a corporation (\$1,260,000 as at the date of adoption of this Policy).

In addition, individuals who are “involved” in the contravention (who would include officers or advisers who aid, abet, counsel, procure or are knowingly concerned in the contravention) are also liable. The maximum penalty for individuals is 600 penalty units (\$126,000 as at the date of adoption of this Policy), or imprisonment for five years, or both.

(3) **Civil liability**

Civil liability arises for a failure to disclose and may result in a fine for the Company of up to the greater of:

- (A) 50,000 penalty units (\$10.5 million as at the date of adoption of this Policy);
- (B) if the Court can determine the benefit derived or detriment avoided because of the contravention, that amount multiplied by 3 (as at the date of adoption of this Policy); or
- (C) either:
  - (i) 10% of the body corporate’s annual turnover during the 12 month period ending at the end of the month in which the body corporate committed, or began committing, the offence; or
  - (ii) If the amount worked out under (i) above is greater than 2.5 million penalty units, 2.5 million penalty units (\$525 million as at the date of adoption of this Policy).

Alternatively, ASIC may, by administrative action, issue an infringement notice of up to \$100,000 (as at the date of adoption of this Policy).

Individuals who are involved in the breach may also face fines of up to greater of 5,000 penalty units (\$1,050,000 (as at the date of adoption of this Policy) or, if the Court can determine the benefit derived or detriment avoided because of the contravention, that amount multiplied by 3.

A person who suffers loss or damage as a result of such failure may recover that loss or damage from the Company, or against "any person involved in the contravention". This could include the Directors or executive officers of the Company.

(d) **Exemption from disclosure**

The Listing Rules provide that the Company does not need to disclose information under Listing Rule 3.1A if **each** of the following is satisfied:

- (1) one or more of the following applies (Listing Rule 3.1A.1):
  - (A) it would be a breach of a law to disclose the information;
  - (B) the information concerns an incomplete proposal or negotiation;
  - (C) the information comprises matters of supposition, or is insufficiently definite to warrant disclosure;
  - (D) the information is generated for internal management purposes of the Company; or
  - (E) the information is a trade secret;
- (2) the information is confidential (Listing Rule 3.1A.2); and
- (3) a reasonable person would not expect the information to be disclosed (Listing Rule 3.1A.3).

It must be noted that the above exemption from the requirement to make disclosure only operates while all three elements are satisfied. If any of the requirements cease to be satisfied, the Company must disclose the information immediately.

By way of example, if information that has not been disclosed by relying on the exemption becomes known in some way to participants in the market, then it **must** be given to the ASX for release to the market, as it would no longer satisfy the confidentiality requirement. It does not matter how the matter became known in the market.

Looking at each of the three elements that must be established for information to be exempt from disclosure:

(1) **One of the elements in Listing Rule 3.1A.1**

One of the five elements in Listing Rule 3.1A.1 must also be established. These elements are:

- (A) it would be a breach of the law to disclose the information;
- (B) the information concerns an incomplete proposal or negotiation;
- (C) the information comprises matters of supposition, or is insufficiently definite to warrant disclosure;



(D) the information is generated for internal management purposes of the Company; or

(E) the information is a trade secret.

(2) **Confidentiality (Listing Rule 3.1A.2)**

Listing Rule 3.1A.2 has two components: (1) the information must be confidential; and (2) the ASX has not formed the view that the information has ceased to be confidential.

The word confidential in the context of Listing Rule 3.1A.2 means “secret”. Information will be confidential for the purposes of that Listing Rule if:

(A) it is known to only a limited number of people;

(B) the people who know the information understand it is to be treated in confidence and only used for permitted purposes; and

(C) those people abide by that understanding.

The mere fact that a confidentiality agreement has been entered into will not automatically satisfy this element. When negotiating a potentially market sensitive transaction the Company should be monitoring market prices of the Company and other parties involved in the transaction, newspapers, investor blogs and other social media for signs that the transaction may no longer be confidential and have a draft letter to the ASX requesting a trading halt and a draft announcement about the negotiations ready to send the ASX to cater for that eventuality. Any unusual activity in the Company's shares may also suggest that the information is no longer confidential, in which case, an announcement should be released or the Company should request an immediate trading halt.

(3) **A reasonable person would not expect the information to be disclosed (Listing Rule 3.1A.3)**

A reasonable person would not expect information to be disclosed if the result would be to cause unreasonable prejudice to the Company. Similarly, a reasonable person would not expect disclosures of an inordinate amount of detail.

As a general rule, information that falls within the prescribed categories in Listing Rule 3.1A.1 and that meets the confidentiality requirements in Listing Rule 3.1A.2 will also satisfy the reasonable person test in Listing Rule 3.1A.3.

(e) **Applying the exemption in practice**

The exemption from disclosure would apply, for example, to information which is confidential, which a reasonable person would not expect to be disclosed, and which falls within any one of the categories of Listing Rule 3.1A.3 which may include matters such as:

- (1) proposed acquisitions or disposals or other commercial arrangements in the process of negotiation;
- (2) internal budgets and forecasts;
- (3) management accounts;
- (4) business plans;

- For personal use only
- (5) internal market intelligence;
  - (6) information prepared for lenders; or
  - (7) dispute settlement negotiations.

It is possible to foresee, however, matters which are commercially sensitive, the disclosure of which would be detrimental to the Company, which may be required to be disclosed because they do not fall within the exemptions. For example:

- (1) a serious claim against the company prior to the commencement of proceedings;
- (2) an investigation or allegation by a regulatory body (that is not being disputed by the Company);
- (3) information about a “complete” proposal;
- (4) terms of settlement of a dispute which the parties wish to keep confidential, and which is not supported by a Court order of confidentiality; or
- (5) material terms of a trading agreement with a major supplier.

Whether these sorts of matters will fall within any of the exceptions will depend on, and require, an assessment of the particular facts.

The Listing Rules and accompanying Guidance Notes issued by the ASX provide a number of examples of matters that may require disclosure.

(f) **ASX policy**

The ASX has issued Guidance Note 8 in relation to continuous disclosure under Listing Rules 3.1 - 3.1B. Although not necessarily binding on the ASX, the Guidance Note gives some insight into the factors the ASX will take into consideration when determining if a Company has complied with its continuous disclosure obligations and provides worked examples of the operation of Listing Rule 3.1.

(1) **Prime importance**

The ASX states that timely disclosure of relevant information is of prime importance to the operation of an efficient market. The fundamental principle under which the Listing Rules operate is that *“timely disclosure of market sensitive information is essential to maintaining and increasing the confidence of investors in Australian markets, and to improving the accountability of company management.”*

(2) **Continuous disclosure practice**

The Listing Rules make it clear that all Listing Rules (including Listing Rule 3.1A) must be complied with in the “spirit” of continuous disclosure. The ASX states that the Listing Rules are not intended to be interpreted in a legalistic or restrictive manner.

(3) **Market speculation**

The ASX notes that from time to time it may be necessary to respond to speculation (whether this be a report or rumour) in order for the market to remain properly informed.

The ASX states that it does not expect companies to respond to all comments made in the media, or to respond to all market speculation. However, when the comment or speculation appears to be based on credible market sensitive information (whether that information is accurate or not) and the market moves in a way that appears to reference the comment or speculation, the Company should make a statement in response to ensure the market remains properly informed.

It is ASX policy that whatever the information, and however much it might otherwise have been reasonable not to disclose it, the information should be released to the whole market once it becomes known to any part of the market.

(4) **ASX review**

In considering whether information is sufficiently material to require disclosure, it is important to bear in mind the test the ASX will apply when analysing the Company's actions after the disclosure might have otherwise been made.

In particular, if information is announced later than when the ASX thinks it should have been and the trading in the lead up to, and shortly after, the announcement suggests that it has moved the market price of the Company's Securities (relative to other Securities in the same sector) by:

- (A) 10% or more, the ASX will generally regard that as confirmation that the information was market sensitive; or
- (B) 5% or less, the ASX will generally regard that as confirmation that the information was not market sensitive.

The ASX has also set out in the notes to Listing Rule 3.1 a number of specific circumstances that may require disclosure under Listing Rule 3.1.

(5) **Disclosure of information to brokers and the media**

Listing Rule 15.7 has the effect that the Company must not release information which is for release to the market to any person (including the media, even on an embargoed basis) until it has given the information to the ASX, and has received an acknowledgement that the ASX has released it to the market.

With respect to analysts, the ASX states that a company must only disclose public information in answering analysts' questions, or reviewing analysts' draft reports. The ASX states that it is inappropriate for a question to be answered, or a report corrected, if doing so involves providing material information that is not public. The ASX states that when analysts visit a company, care should be taken to ensure that they do not obtain material information that is not public.

(g) **Information disclosure program procedures**

As will be apparent from the above, it is essential for the Company to design a disclosure system to ensure:

- (1) a breach of Listing Rule 3.1A does not occur; and
- (2) that information is made available to all investors equally.

(h) **Directors and executive officers**

Each of the following personnel (**Reporting Group**) will need to participate in the "continuous disclosure" system, because information in their possession will need to be considered to comply with the continuous disclosure obligation:

- (1) the Directors;
- (2) Chief Executive Officer; and
- (3) Chief Financial Officer and Company Secretary.

(i) **Overseeing and co-ordinating disclosure**

The Chairperson, Chief Executive Officer and Company Secretary will individually and collectively be responsible for:

- (1) ensuring the Company complies with its continuous disclosure obligations (ie, market sensitive material);
- (2) overseeing and co-ordinating disclosure of information to the ASX;
- (3) reviewing information to be provided to analysts, brokers, the media and the public, to be able to ensure any market sensitive material has been released to the ASX;
- (4) overseeing and co-ordinating any request for a trading halt for the purpose of dealing with a potential disclosure issue; and
- (5) educating Directors, Management and employees on the Company's disclosure policy and raising awareness of the principles underlying continuous disclosure.

(j) **Information collecting procedures to ensure Listing Rule 3.1A (market sensitive information) is identified**

The responsibilities of each member of the Reporting Group are:

- (1) to ensure all notifiable (market sensitive) information is kept confidential within the Reporting Group;
- (2) to collect and forward to the Chairperson, Chief Executive Officer and Company Secretary, as the case may be, all information which is, or may be required to be disclosed and consult with them if in doubt; and
- (3) to make senior personnel within his or her area of responsibility aware of the Company's disclosure obligations to ensure that all relevant information is provided to them.

(k) **Releasing information to the ASX**

The system for releasing information to the ASX for the Company is as follows:

- (1) As soon as an employee becomes aware of information which they believe may need to be disclosed on the basis of the principles described in this Policy, he or she must immediately notify a member of the Reporting Group.
- (2) When any member of the Reporting Group becomes aware of information which he or she believes may need to be disclosed on the basis of the principles described in this Policy, they should immediately contact and give full details to the Chairperson, Chief Executive Officer and Company Secretary, as the case may be.
- (3) Chairperson, Chief Executive Officer and Company Secretary, as the case may be, will take the following steps in relation to information forwarded to them:

- (A) assess whether disclosure is required and as part of this, when circumstances require, consider whether it is necessary to call a trading halt;
  - (B) consult the Chairperson and, as necessary other Directors and advisers (including the ASX);
  - (C) inform the Chief Executive Officer;
  - (D) prepare a market release for submission to the ASX and have this reviewed and approved by the Chairperson and the Chief Executive Officer, or if one of them is not available, another Director in their place;
  - (E) forward the release to the ASX once appropriate approval for the release has been obtained;
  - (F) post the market release on the Company's website once confirmation is received from the ASX that it has been released to the market; and
  - (G) promptly provide a copy of all material market releases to the Board
- (4) Prior to each meeting of the Board, the Chairperson, Chief Executive Officer and Company Secretary should contact the executive members of the Reporting Group to confirm that there is no material requiring disclosure.
- (5) The Board papers for each meeting should include an agenda item entitled "Continuous Disclosure". In this item, the Chairperson, Chief Executive Officer and Company Secretary should either:
- (A) confirm that there was no material brought to his or her attention requiring disclosure for the preceding month; or
  - (B) outline material which has been disclosed.

(I) **Company spokespersons**

To maintain control over disclosures, only the following persons will be authorised to speak on the Company's behalf to analysts, brokers and institutional investors, and to respond generally to shareholder queries:

- (1) Chairperson;
- (2) Chief Executive Officer;
- (3) Chief Financial Officer;
- (4) Company Secretary; and
- (5) any other persons authorised by the Chairman or Chief Executive Officer.

To safeguard against inadvertent disclosure of non-public information to brokers, investors, analysts and institutions prior to it being disclosed to the ASX, the spokesperson must make contact with the Chairperson, Chief Executive Officer and Company Secretary prior to making contact with these persons in order that they can be briefed on what has been disclosed by the Company to the ASX.

Any person speaking on behalf of the Company should only discuss information that has been released to the ASX or is not of a material nature. They should decline to respond, or take on notice, any question the answer to which would require disclosure of material information until the information has been disclosed to the ASX.

(m) **Discussions with analysts or investors**

The following guidelines apply in relation to briefings or other conferences with analysts or investors:

- (1) information which is, or may be market sensitive, that has not been announced to the ASX and the market must not be disclosed at these briefings, either verbally or in writing;
- (2) the Company will not selectively release information to any investor, analyst or journalist and all employees involved in conducting briefings or attending conferences shall take appropriate steps to ensure that no selective information release occurs;
- (3) if a question raised during the briefing or conference can only be answered by disclosing market sensitive information which has not previously been disclosed to the ASX, the employee must decline to answer the question and take the question on notice;
- (4) a review of the content of briefings and discussions with analysts shall be undertaken promptly after the briefing or discussion by an employee of the Company or Director who was present, to check if any market sensitive information that was not previously disclosed may have been inadvertently disclosed;
- (5) if an employee of the Company or a Director present at a briefing or a conference considers that market sensitive information that was not previously disclosed may have been inadvertently disclosed during the briefing, he or she must immediately notify a member of the Reporting Group; and
- (6) a copy of all presentation material will be disclosed through the ASX prior to the briefing and placed on the Company's website after the briefing.

(n) **Authorising disclosures in advance**

Again, to avoid an inadvertent breach of the continuous disclosure obligations, materials to be presented and issues to be discussed at any external presentation must be discussed with the Chairperson, Chief Executive Officer and Company Secretary prior to the presentation in order that the presenter can confirm that no non-public material information is being disclosed.

(o) **Maintenance of released material**

The Company Secretary will maintain a register of information disclosed to the ASX.

(p) **Company website**

Information released to the ASX should also be disclosed on the Company's website. In addition, it is good practice to include on the Company's website other materials presented to analysts and institutions.

To avoid an inadvertent breach of the continuous disclosure obligations, any information or materials to be presented on the Company website must be approved by the Chief Executive Officer, or in his absence by the Chairperson and Company Secretary prior to the information or materials being disclosed on the Company website.

(q) **Handling rumours, leaks and inadvertent disclosures**

It should be noted that any unauthorised leak of information may place the Company in breach of the Listing Rules and could expose persons to allegations of insider trading.

If external contact is made seeking clarification of a rumour in the market place, the inquiry should be referred to the Chairperson, Chief Executive Officer and Company Secretary. The recommended response to such inquiries is that “the Company does not respond to market rumours”. Consideration will then be given by the Chairperson, Chief Executive Officer and Company Secretary as to whether a public announcement is required.

The Reporting Group should notify the Chairperson, Chief Executive Officer and Company Secretary of any unauthorised disclosure of information (even if not regarded as publicly sensitive). Consideration will then be given to the need to make disclosure to the ASX.

(r) **Reviewing discussions**

To ensure no price sensitive material has been inadvertently disclosed, the Chairperson, Chief Executive Officer and Company Secretary should be kept apprised of the contents of any substantive contact with analysts, brokers and institutional investors.

(s) **Draft reports**

Typically, analysts will seek to obtain a review of draft analyst reports from the Chief Financial Officer (or Chief Executive Officer). It is permissible to comment on errors in factual information and underlying assumptions, but comment on price sensitive information should be avoided. In addition any response should be given in a way that avoids suggesting that the Company's or the market's projections are incorrect.

(t) **Periodic disclosure**

In addition to the Corporations Act obligations, Chapter 4 of the ASX Listing Rules requires entities to prepare and disclose annual and half yearly financial reports. The Company is required to release a preliminary final report in the form of an Appendix 4D. The continuous disclosure policy applies equally to the periodic disclosure requirements.

(u) **Social media**

To avoid an inadvertent breach of the continuous disclosure obligations, any comments, commentary, information or materials to be presented on the Company's social media platforms must be approved by the Chief Executive Officer, or in his absence by the Chairperson and Company Secretary prior to the comments, commentary, information or materials being disclosed on the Company's social media platforms.

If any employees, management and directors identify information or commentary circulating/ posted on social media that is factually incorrect or enticing commentary, they should immediately inform the Chief Executive Officer or Communications focal point or in their unavailability one of the nominated spokesperson, who will consider what action, if any, re communications will occur. Directors, management and employees who are not nominated company spokespersons should refrain without prior written approval of any commentary from commenting on or engaging on social platforms in regard AnteoTech.

For the purpose of this policy, social media platforms include, but are not limited to, Twitter, Instagram, Facebook, LinkedIn, Hot Copper and other similar platforms.

## Section 7 Diversity Policy

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### 7.1 General purpose and principle

- (a) The Company respects and values the competitive advantage of Diversity (which includes but is not limited to gender, age, disability, ethnicity, marital or family status, religious beliefs, socio-economic background, perspective, experience, cultural background, sexual orientation and gender identity), and the benefit of its integration throughout the Company to enrich the Company's perspective, improve corporate performance, increase shareholder value and maximise the probability of achievement of the Company's goals. The Company acknowledges that Diversity is important to the Company's ability to attract, retain and motivate employees from the widest possible pool of available talent and the Company is committed to Diversity at all levels **(Principle)**.
- (b) In furtherance of the Company's commitment to the Principle, the Board wishes to give effect to recommendation 1.5 of the Corporate Governance Principles and Recommendations. The Company will in broad terms put the Principle into practice in the following manner:
- (1) strategically and operationally, by:
    - (A) being attuned to diverse strategies to deliver the Company's objectives with respect to Diversity;
    - (B) being attuned to diverse corporate, business and market opportunities; and
    - (C) being attuned to diverse tactics and means to achieve those strategies in (A) and to take advantage of those opportunities in (B) above;
  - (2) through management, by:
    - (A) adding to, nurturing and developing the collective relevant skills, and diverse experience and attributes of personnel within the Company; and
    - (B) ensuring that the Company's culture and management systems are aligned with and promote the attainment of the Principle.
- (c) In addition, the Company will put the Principle into practice in the following specific ways:
- (1) the Company will ensure that recruitment and selection practices at all levels are appropriately structured so that a diverse range of candidates are considered and that there are no conscious or unconscious biases that might discriminate against certain candidates. To hire the best person for the job, there needs to be a consideration of a broad and diverse pool of talent;
  - (2) the Company will identify, implement and develop strategies, initiatives and programs to develop a broader and more diverse pool of skilled and experienced employees with a view to preparing those employees over time, for senior management positions and to increase the representation of women in management roles;
  - (3) the Company will not tolerate discrimination, harassment, vilification or victimisation of any employee of the Company or group member;
  - (4) the Company will foster an inclusive culture, involving both women and men and Diversity at all levels of the organisation; and



- (5) the Company will ensure equal pay for equal work across its workforce, with strategies in place to manage pay equity.
- (d) Management will monitor, review and report to the Board (including via the Nomination and Remuneration Committee) on the achievement of Diversity with respect to the matters referred to in paragraph 7.1(b)(2)(B), the Company's progress under this Policy.

## **7.2 Responsibility for Policy**

Although the Board retains ultimate accountability for this Policy, the Board has delegated responsibility for implementation of this Policy to the Nomination and Remuneration Committee.

## **7.3 Measurable objectives, targets and key performance indicators - gender diversity**

With respect to gender diversity, Management will, when it is appropriate to do so (given the size and nature of the Company's operations):

- (a) develop, for approval by the Board (or the Nomination and Remuneration Committee), as appropriate:
- (1) measurable objectives for achieving gender diversity including concerning the strategies, initiatives and programs referred to in subclause (c); and
  - (2) targets or KPI's to verify progress towards attainment of those measurable objectives;
- (b) measure performance against those targets and KPI's; and
- (c) report from time to time (at least annually) on the measurable objectives and the progress of the matters referred to in paragraphs 7.3(a) and 7.3(a) above.

## **7.4 Compliance requirements**

- (a) The Company aims to meet its obligations with respect to the issue of Diversity, as recommended under the Corporate Governance Principles and Recommendations and other regulatory requirements (if any), including by:
- (1) when it is appropriate to do so (given the size and nature of the Company's operations) establishing this Policy as a compliant policy under recommendation 1.5 of the Corporate Governance Principles and Recommendations by:
    - (A) establishing measurable objectives for achieving gender diversity. This may include setting specific numerical targets for the proportion of women employed by the Company in senior executive roles and on the Board; and
    - (B) the Board assessing annually the measurable objectives for achieving gender diversity and the progress towards achieving them;
  - (2) disclosing this Policy or a summary of it on the Company's website; and
  - (3) disclosing at the end of each reporting period (where applicable):
    - (A) the measurable objectives for achieving gender diversity set by the Board in the terms of this Policy;

- (B) the progress from time to time towards achieving the measurable objectives; and
- (C) the respective proportions of men and women in the Company in the following positions:
  - (i) employees;
  - (ii) senior executives (including how the Company has defined “senior executive” for this purpose);
  - (iii) Directors; and
  - (iv) across the whole Company.
- (b) The Company Secretary will assume line responsibility to ensure that the Company meets its compliance and reporting obligations referred to in this clause 7.4, including by collecting and collating all relevant data and ensuring that management processes and systems are adequate and effective for such reporting obligations to be met.

## **7.5 Communication**

The Company commits to the communication of this Policy within the Company and to its shareholders and the market, including via its website:

- (a) by way of transparency and accountability; and
- (b) to better promote the prospects of attainment of the Principle.

## **7.6 Accountability**

- (a) Reporting and accountability in the terms of this Policy will be a periodic item on the Board Agenda.
- (b) At least annually the Nomination and Remuneration Committee will report to the Board on progress towards attainment of the Principle, and otherwise to facilitate the Board in meeting its Compliance Requirements under clause 7.4.

## **7.7 Addenda to this Policy**

The following constitute addenda to this Policy (as they are adopted by the Board from time to time) as if set out in this Policy:

- (a) approved strategies, initiatives and programs and measurable objectives referred to in subclause (c); and
- (b) approved measurable objectives, targets and KPI's referred to in clause 7.3 as may apply from time to time.

## **7.8 Overriding caveat**

Nothing in this Policy shall be interpreted so as to endorse any of the following matters:

- (a) the principal criteria for selection and promotion of people to work within the Company being other than their overall relative prospect of adding value to the Company and enhancing the probability of achievement of the Company's objectives, taking into account matters such as the nature of the industry in which the Company operates;

- For personal use only
- (b) any discriminatory behaviour by or within the Company contrary to the law, or any applicable codes of conduct or behaviour for the Company and its personnel; and
  - (c) any existing person within the Company in any way feeling threatened or prejudiced by this Policy in their career development or otherwise, merely because their diversity attributes at any time may be more, rather than less, common with others.

## Section 8 Trading Policy

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### 8.1 Purpose of this policy

- (a) This trading policy (**Policy**) is intended to ensure that persons who are discharging managerial responsibilities including but not limited to Directors, do not abuse, and do not place themselves under suspicion of abusing Inside Information that they may be thought to have, especially in periods leading up to an announcement of the Company.
- (b) The Policy sets out the procedure for trading in Securities of the Company and aims to provide Directors and Employees and any other persons who may be associated with the Company, with guidance on how and when trades in the Company's Securities may take place and when trading of the Company's Securities is strictly prohibited.
- (c) For the avoidance of doubt, nothing in this Policy sanctions a breach of the market misconduct or insider trading provisions of the Corporations Act. A person who possesses Inside Information about an entity's securities is generally prohibited from trading in those securities under the insider trading provisions of the Corporations Act and this applies even where the trade occurs as permitted within the operation of this policy.
- (d) References to the Company in this Policy are references to the Company and its subsidiaries.
- (e) Defined terms are set out in clause 8.21 of this Policy.

### 8.2 Who this policy applies to

This policy applies to Restricted Persons.

### 8.3 Dealing by Restricted Persons

- (a) A Restricted Person must not Deal in any Securities of the Company unless:
  - (1) a clearance to Deal is obtained in accordance with clause 8.4 of this Policy; or
  - (2) the Dealing is an Excluded Dealing.
- (b) Notwithstanding that a clearance to Deal may be granted by the Company (even in exceptional circumstances) or that a Dealing may be an Excluded Dealing, a Restricted Person must not Deal in Company Securities where clauses 8.7 (Inside Information), 8.14 (short-term selling), 8.15 (short selling) and 8.16 (hedging transactions) of this Policy are applicable.

### 8.4 Clearance to Deal

- (a) All Restricted Persons (except those who are Directors, the Chief Executive Officer or the Company Secretary) must not Deal in any Securities of the Company (unless the Dealing is an Excluded Dealing) without first notifying the Company Secretary and a Director designated by the Board for this purpose and receiving clearance to Deal from the designated Director or the Company Secretary.
- (b) A Director (other than the Chairperson or the Chief Executive Officer) must not Deal in any Securities of the Company (unless the Dealing is an Excluded Dealing) without first notifying the Chairperson (or a Director designated by the Board for this purpose) and the Company Secretary and receiving clearance to Deal from the Chairperson (or the designated Director) (or the Company Secretary on their behalf).

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- (c) The Chairperson must not Deal in any Securities of the Company (unless the Dealing is an Excluded Dealing) without first notifying the Chief Executive Officer and the Company Secretary and receiving clearance to Deal from the Chief Executive Officer (or the Company Secretary on their behalf) or, if the Chief Executive Officer is not readily available, without first notifying a senior independent Director, a committee of the Board established for that purpose or another officer of the Company nominated for that purpose by the Chief Executive Officer, and receiving clearance to Deal from that Director, committee or officer (or the Company Secretary on their behalf).
  - (d) The Chief Executive Officer must not Deal in any Securities of the Company (unless the Dealing is an Excluded Dealing) without first notifying the Chairperson and the Company Secretary and receiving clearance to Deal from the Chairperson (or the Company Secretary on their behalf) or, if the Chairperson is not readily available, without first notifying the senior independent Director, a committee of the Board established for that purpose or another officer of the Company nominated for that purpose by the Chairperson, and receiving clearance to Deal from that Director, committee or officer (or the Company Secretary on their behalf).
  - (e) If the role of Chairperson and Chief Executive Officer are combined, that person must not Deal in any Securities of the Company (unless the Dealing is an Excluded Dealing) without first notifying the Board and the Company Secretary and receiving clearance to Deal from the Board (or the Company Secretary on its behalf).
  - (f) The Company Secretary must not Deal in any Securities of the Company (unless the Dealing is an Excluded Dealing) without first notifying the Chairperson and receiving clearance to Deal from the Chairperson (or another officer of the Company nominated for that purpose by the Chairperson) or if the Chairperson is not readily available, without first notifying the senior independent Director, a committee of the Board established for that purpose or another officer of the Company nominated for that purpose by the Chairperson, and receiving clearance to Deal from that Director, committee or officer.
  - (g) The Company reserves the right of a Clearance Officer to:
    - (1) give or refuse a request for a clearance to Deal at its sole discretion and without giving any reasons; or
    - (2) withdraw a clearance to Deal if there is a change in circumstances or new information becomes available.
  - (h) A response to a request for a clearance to Deal must be given to the relevant Restricted Person within two Business Days of the request being made.
  - (i) The Company must maintain a record of the response to a request for a clearance to Deal made by a Restricted Person and of any clearance given. A copy of the response and clearance (if any) must be given to the Restricted Person concerned.
  - (j) A Restricted Person who is given a clearance to Deal in accordance with this clause 8.4 must deal as soon as possible in any event within five Business Days of clearance being received by the Restricted Person.
  - (k) The grant of a clearance to Deal by the Company is not an endorsement of the Dealing by the Company. The person seeking the clearance to Deal is solely responsible for the investment decision to Deal in Securities in the Company and compliance with insider trading laws.
  - (l) The grant of a clearance to Deal by the Company does not relieve a Restricted Person from their legal obligations under the insider trading provisions of the Corporations Act. The person granted the clearance to Deal should carefully consider whether or not they are in possession of Inside Information that might preclude them from trading in

those Securities and if they are in possession of Inside Information (including if they come into possession of Inside Information after obtaining a clearance to Deal), then they must not trade despite having received the clearance.

- (m) Before a Restricted Person Deals in the Company's Securities (even if it is an Excluded Dealing), they should consider carefully whether they are in possession of any Inside Information that might preclude them from trading at that time and, if in any doubt, they should not trade.
- (n) A refusal by a Clearance Officer to give a clearance to Deal is final and binding on the person seeking the clearance.
- (o) Where the Company refuses to give a clearance to Deal, this information is confidential between the Company and the person seeking the clearance and must not be disclosed to any other person.
- (p) In complying with the obligations under this section 8.4, reference should be made to the Clearance to Deal Flowchart.

#### **8.5 Circumstances for refusal**

A Restricted Person must not be given clearance to Deal in any Securities of the Company during a Prohibited Period unless an exceptional circumstance arises in accordance with clause 8.6 of this Policy.

#### **8.6 Dealing in exceptional circumstances**

- (a) A Restricted Person, who is not in possession of Inside Information in relation to the Company, may be given clearance to Deal during a Prohibited Period if that person is in severe financial difficulty or there are other exceptional circumstances. Clearance may be given for such a person to sell (but not purchase) Securities of the Company when that person would otherwise be prohibited by this Policy from doing so. The determination of whether the person in question is in severe financial difficulty or whether there are other exceptional circumstances can only be made by the Clearance Officer designated by the Board for this purpose under clause 8.4.
- (b) A person may be in severe financial difficulty if that person has a pressing financial commitment that cannot be satisfied otherwise than by selling the relevant Securities of the Company. A liability of a person to pay tax would not normally constitute severe financial difficulty unless the person has no other means of satisfying the liability. A circumstance will be considered exceptional if the person in question is required by a court order to transfer or sell the Securities of the Company or there is some other overriding legal requirement to do so.
- (c) If required by the Listing Rules, the Company should consult the ASX at an early stage regarding any application by a Restricted Person to deal in exceptional circumstances.

#### **8.7 Prohibition on Insider Trading**

No Restricted Person may Deal in Company Securities at any time (including a Prohibited Period), if that person is or could reasonably be expected to be in possession of Inside Information.

#### **8.8 Communicating Inside Information**

A Restricted Person in possession of Inside Information must not, directly or indirectly, communicate the information, or cause the Inside Information to be communicated, to another person if the Restricted Person knows, or ought reasonably to know, that the other person would be likely to Deal in the Company's Securities.

## **8.9 Dealing by persons and entities associated with Restricted Persons**

- (a) A Restricted Person must take all reasonable steps to prevent an Associate, Related Person or Related Entity of the Restricted Person from Dealing in the Company's Securities during a Prohibited Period.
- (b) A Restricted Person must take reasonable steps to advise any Associate, Related Person or Related Entity of the Restricted Person that:
  - (1) they are a Restricted Person of the Company; and
  - (2) of the Prohibited Periods during which the Associate, Related Person or Related Entity cannot Deal in the Company's Securities.
- (c) A Restricted Person must immediately notify a Clearance Officer if he or she becomes aware of or suspects an Associate, Related Person or Related Entity of Dealing in the Company's Securities during a Prohibited Period.

## **8.10 Disclosure of Dealings by Directors and substantial shareholders**

- (a) In accordance with section 250G of the Corporations Act and ASX Listing Rule 3.19A, Directors must notify the ASX of any Dealings (whether in a Prohibited Period or otherwise) in the Company's Securities within five Business Days of such Dealing.
- (b) To the extent required to do so under the Listing Rules, the Company will disclose to the market when a Restricted Person has been given a clearance to Deal during a Prohibited Period.
- (c) In accordance with section 671B of the Corporations Act, a Restricted Person must notify the Company and the ASX if he or she:
  - (1) has obtained a Substantial Holding in the Company;
  - (2) already holds a Substantial Holding - if he or she increases or decreases that Substantial Holding by at least 1%; or
  - (3) ceases to hold a Substantial Holding,such notice to be provided within two Business Days of becoming aware of that information.

## **8.11 Dealings in Securities of other companies**

- (a) A Restricted Person who has Inside Information about another Third Party Listed Entity as a result of his or her position in the Company is prohibited from:
  - (1) dealing in any Securities of that Third Party Listed Entity unless a clearance to Deal is obtained in accordance with clause 8.4 of this Policy; or
  - (2) communicating the Inside Information.

Examples (without being exhaustive) of how Inside Information about a Third Party Listed Entity may be obtained are as follows:

- (1) during the course of a proposed transaction;
- (2) during the course of due diligence investigations;
- (3) Board deliberations;

- (4) negotiations; or
- (5) information provided by others during the ordinary course of business.

#### **8.12 Penalties**

- (a) There are penalties under the Corporations Act for a breach of Insider Trading provisions under the Corporations Act. As at the date of adoption of this Policy, the penalties under the Corporations Act include:
  - (1) in the case of a natural person, imprisonment of fifteen years or a fine the higher of:
    - (A) 4,500 penalty units (\$945,000 as at the date of adoption of this Policy); and
    - (B) if the Court can determine the total value of the benefits the person obtained, which are reasonably attributable to the commission of the offence - three times that total value;
  - (2) in the case of a body corporate, a fine the greater of the following:
    - (A) 45,000 penalty units (\$9.45 million as at the date of adoption of this Policy);
    - (B) if the Court can determine the total value of the benefits that have been obtained and are reasonably attributable to the commission of the offence - three times that total value; and
    - (C) if the Court cannot determine the total value of those benefits - 10% of the body corporate's annual turnover during the 12 month period ending at the end of the month in which the body corporate committed, or began committing, the offence,
  - (3) civil penalties up to the greater of:
    - (A) 50,000 penalty units (\$10.5 million as at the date of adoption of this Policy);
    - (B) if the Court can determine the benefit derived or detriment avoided because of the contravention, that amount multiplied by 3 (as at the date of adoption of this Policy); or
    - (C) either:
      - (i) 10% of the body corporate's annual turnover during the 12 month period ending at the end of the month in which the body corporate committed, or began committing, the offence; or
      - (i) If the amount worked out under (i) above is greater than 2.5 million penalty units, 2.5 million penalty units (\$525 million as at the date of adoption of this Policy)
  - (4) unlimited civil liability equal to the damage caused.
- (b) A breach of this Policy will also be regarded as serious misconduct which may lead to disciplinary action, up to and including dismissal.



### **8.13 Policy on Margin Loan Arrangements**

A Restricted Person may not enter into a margin loan or similar funding arrangement in respect of any Company Securities (**Funding Arrangements**).

### **8.14 Policy on Short-term trading**

A Restricted Person must not Deal in any Securities of the Company where the Dealing involves the short-term trading of Securities in the Company, being instances where trading in and out of Securities occurs within a period of less than one month, except for the exercise of options where the associated shares will be sold shortly thereafter.

### **8.15 Policy on Short Selling**

A Restricted Person must not Deal in any Securities of the Company where the Dealing involves the short selling of Securities in the Company.

### **8.16 Hedging Transactions**

The Corporations Act prohibits Key Management Personnel and a closely related party of Key Management Personnel from entering into an arrangement if the arrangement would have the effect of limiting the exposure of the member to risk relating to an element of the members remuneration that has not vested or has vested but remains subject to a holding lock. Key Management Personnel of the Company and their closely related parties should not Deal in Securities in the Company which may infringe this prohibition under the Corporations Act nor should any other Restricted Person enter into hedging transactions to limit his or her exposure in respect of any unvested entitlement to Securities he or she receives under any equity based remuneration scheme of the Company.

### **8.17 What is Inside Information?**

Inside Information is Information that is not Generally Available and, if it were Generally Available, a reasonable person would expect it to have a Material Effect on either the price or the value of the Company's Securities.

### **8.18 When is Information Generally Available?**

Information is Generally Available if:

- (a) it consists of readily observable matter;
- (b) where the Information has been made known in a manner that would, or would be likely to, bring it to the attention of persons who commonly invest in Securities, a reasonable period for it to be disseminated among such persons has elapsed (for example, it has been released to the ASX or published in an annual report or prospectus); or
- (c) it may be deduced, inferred or concluded from the Information referred to above.

### **8.19 What is a Material Effect?**

- (a) Material Effect, in relation to Inside Information, is where that Information would, or would be likely to, influence persons who commonly acquire Securities in deciding whether or not to acquire or dispose of Securities of that nature.
- (b) Examples of information, that may have a Material Effect on the price or value of Securities when it becomes Generally Available, include:
  - (1) revenue;

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- (2) profit forecasts;
  - (3) inventory levels;
  - (4) forecasts;
  - (5) items of major capital expenditure;
  - (6) borrowings;
  - (7) liquidity and cashflow information;
  - (8) management restructuring;
  - (9) changes in distribution arrangements;
  - (10) litigation;
  - (11) impending mergers and acquisitions, reconstructions or takeovers;
  - (12) major asset purchases or sales;
  - (13) new product and technology.

#### 8.20 What is Dealing in Securities?

Dealing in Securities means:

- (a) applying for, acquiring or disposing of Securities;
- (b) entering into an agreement to apply for, acquire or dispose of Securities; or
- (c) Procuring another person to:
  - (1) apply for, acquire or dispose of Securities; or
  - (2) enter into an agreement to apply for, acquire or dispose of Securities.

#### 8.21 Definitions

In this Section 8:

**Associate** has the same meaning as set out in the Corporations Act.

**ASX** means the Australian Securities Exchange owned and operated by ASX Limited.

**Blackout Period** means:

- (a) for the quarters ending 31 March, 30 June, 30 September and 31 December, the period starting ten Business Days before the planned date for release of the relevant quarterly report to the ASX and ending on the Business Day after the release of that report to the ASX;
- (b) for the year ending 30 June, the period starting ten Business Days before the planned date for release of the 30 June ASX appendix 4E and full year financial report to the ASX and ending on the Business Day after the release of 30 June ASX appendix 4E and full year financial report to the ASX;

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- (c) for the half year ending 31 December, the period starting ten Business Days before the planned date for release of the 31 December ASX appendix 4D and half year financial report to the ASX and ending on the Business Day after the release of the 31 December ASX appendix 4D and half year financial report to the ASX;
  - (d) the period commencing from the release of information to the ASX which a reasonable person would expect to have a Material Effect on either the price or the value of the Company's Securities and ending the Business Day after the release of such information to the ASX;
  - (e) the period starting ten Business Days before, and ending on the Business Day after, the release of a disclosure document offering securities in the Company; and
  - (f) any other period determined by the Directors in their absolute discretion.

**Board** means board of Directors.

**Business Day** means a day, other than a Saturday or Sunday, on which banks are open for general banking business in Brisbane.

**Clearance Officer** means:

- (a) the Company Secretary;
- (b) the Chairperson;
- (c) the Chief Executive Officer; or
- (d) a Director designated by the Board for the purposes of clause 8.4.

**Clearance to Deal Flowchart** means the clearance to deal flowchart set out in section 8.22.

**Dealing** has the meaning set out in clause 8.20 of this Policy.

**Director** means a director of the Company.

**Employee** means an individual who works for the Company (or its subsidiary) under a contract of employment.

**Excluded Dealings** means:

- (a) dealing where the beneficial interest in the relevant Security does not change;
- (b) transfers of Securities in the Company between a Restricted Person and someone closely related to the Restricted Person (such as a spouse, minor child, family company, family trust or superannuation fund) or by a Restricted Person to their superannuation fund, in respect of which prior clearance has been provided in accordance with this Policy;
- (c) the exercise of an option or right under an incentive scheme or the conversion of a convertible security, where the final date for the exercise or conversion falls during a Blackout Period and the Restricted Person could not reasonably have been expected to exercise or convert the Security at a time when it was entitled to, due to the Company having an exceptionally long Blackout Period or a number of consecutive Blackout Periods;
- (d) a disposal of Securities arising from the acceptance of a takeover offer, scheme of arrangement or equal access buy-back;

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- (e) a disposal of rights acquired or an acquisition of Securities in the Company under a pro rata issue;
  - (f) an acquisition of Securities in the Company under a security purchase plan or a dividend or distribution reinvestment plan where:
    - (1) the Restricted Person did not commence or amend their participation in the plan during a Blackout Period; and
    - (2) the Policy does not permit the Restricted Person to withdraw from the plan during a Blackout Period other than in exceptional circumstances;
  - (g) acquiring Securities in the Company under an employee incentive scheme or the cancellation or surrender of an option or other right under an employee incentive scheme; and
  - (h) where a Restricted Person is the trustee of an employee incentive scheme, an acquisition of Securities in the Company by the Restricted Person in his or her capacity as a trustee of the scheme.

**Generally Available** has the meaning given in clause 8.18 of this Policy.

**Information** includes:

- (a) matters of supposition and other matters that are insufficiently definite to warrant being made to the public; and
- (b) matters relating to the intentions, or likely intentions, of a person.

**Inside Information** has the meaning given in clause 8.17 of this Policy.

**Key Management Personnel** has the definition given in the Accounting Standard AASB 124 *Related Party Disclosure* as 'those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly and indirectly, including any director (whether executive or otherwise) of that entity'.

**Listing Rules** means the Official Listing Rules of the ASX as amended or replaced from time to time.

**Material Effect** has the meaning given in clause 8.19 of this Policy.

**Procuring** means to incite, induce or encourage an act or omission by another person.

**Prohibited Period** means:

- (a) any Blackout Period; or
- (b) any period where any matter exists which could constitute Inside Information in relation to the Company.

**Restricted Person** means:

- (a) any persons or entities discharging managerial responsibilities for the Company including, but not limited to:
  - (1) the Directors;
  - (2) the Company Secretary;

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- (3) Key Management Personnel;
  - (4) any Employee, contractor or consultant who provides managerial or administrative services to the Company; or
  - (5) any Employee who, depending on their individual circumstances, the Chief Executive Officer specifies from time to time to be a Restricted Person;
- (b) other persons specified from time to time by the Chief Executive Officer; or
  - (c) any Related Person or Related Entity (or an Associate of a Related Person or Related Entity) of a person referred in paragraphs (1) and (b) above.

**Related Entity of a Restricted Party** means an entity which:

- (a) the Restricted Person is a director or secretary of; or
- (b) the Restricted Person otherwise controls or has a position of influence.

**Related Person of a Restricted Party** means a parent, spouse or child of the Restricted Party.

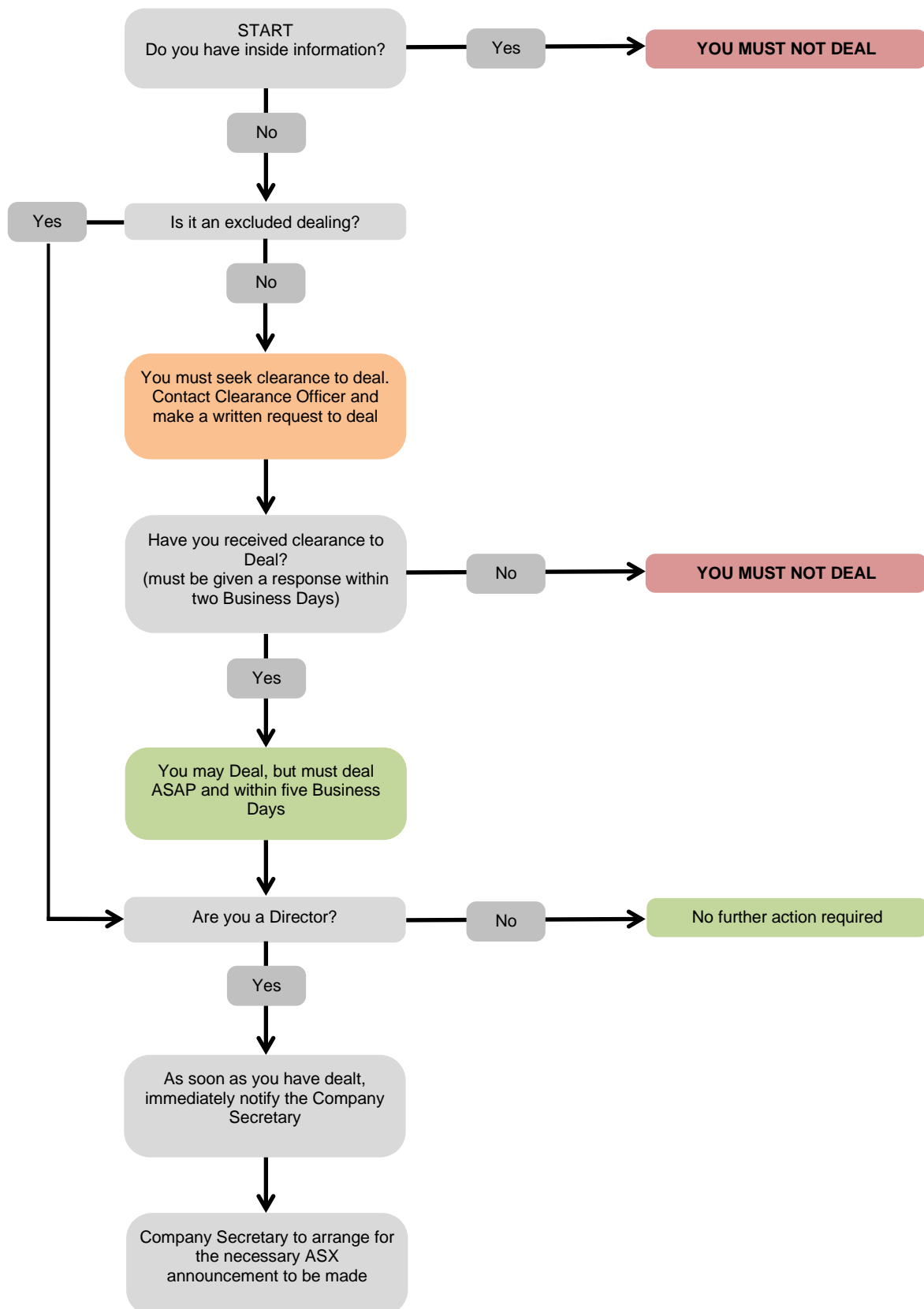
**Securities** means:

- (a) shares;
- (b) debentures;
- (c) legal or equitable interests in a security covered by paragraph (a) or paragraph (b) above;
- (d) options to acquire, by way of issue, a security covered by paragraph (a) or paragraph (b) above; and
- (e) rights (whether existing or future and whether contingent or not) to acquire, by way of issue, the following under a rights issue:
  - (1) a security covered by paragraph (a) or paragraph (b) above; or
  - (2) an interest or right covered by section 764A(1)(b) or section 764A(1)(ba) of the Corporations Act.

**Substantial Holding** has the meaning given in section 9 of the Corporations Act (which, at the date of adoption of this Policy, includes where a person or entity (and their associates) has total votes attached to voting shares in the Company representing 5% or more of the total number of votes attaching to voting shares in the Company).

**Third Party Listed Entity** means any company, other than the Company, which is listed on the ASX or other recognised exchange or otherwise has Securities which are traded in an open market.

## 8.22 Clearance to Deal flowchart



### REMEMBER

Additional disclosure may be required under the Listing Rules (for example if the Listing Rules require disclosure of all clearances) and the Corporations Act (for example if the person is a substantial shareholder)

## Section 9 Related Party Policy

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### 9.1 Purpose of this Policy

The purpose of this policy is to:

- (a) record the Company's commitment to complying with all related party transaction requirements under the Corporations Act and the ASX Listing Rules;
- (b) set out a framework for obtaining approval for all related party transactions; and
- (c) establish a clear process to comply with the Company's related party transaction obligations.

Defined terms are set out in clause 10.8 of this Policy.

### 9.2 Policy

The policy applies to all related parties of the Company and its subsidiaries.

In summary, all related party transactions must be:

- (a) notified to the company secretary of the Company (Company Secretary) prior to their execution; and
- (b) on arm's length terms; and
- (c) approved by the Board.

Related party transactions not on arm's length terms or otherwise exempt under the Corporations Act must be approved by the Company's shareholders.

### 9.3 Related Party Transactions

The Company and members of the Group are prohibited from giving a financial benefit to a related party unless:

- (a) the Company's shareholders have approved the giving of the financial benefit; or
- (b) an exception applies.

As a Listed entity, the Company is also prohibited from entering into certain transactions with related parties without shareholder approval.

#### ***Who is a related party?***

For the purposes of this policy, the Company has adopted the following definition of a related party:

- (a) any person or entity that controls the Company, or their spouse;
- (b) a director of the Company, or of a member of the Group, or of an entity that controls the Company;
- (c) the parents or children of the persons referred to in (b) above;
- (d) any entity controlled by a person referred to in (a), (b) or (c) above; or

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- (e) any other person or entity whose relationship with the Company or a member of the Group is, in the opinion of the Board, such that this policy should apply to that person or entity.

The rules regarding related party transactions also apply to:

- (a) any person who has been a related party (as defined above) at any time in the last six months (even if they are not a related party, as defined above, at the time of the relevant transaction); and
- (b) any person who the Board believes, or has reasonable grounds to believe, is likely to become a related party (as defined above) at any time in the future.

If there is any doubt as to whether a particular person or entity is a related party of the Company for the purposes of this policy, the matter should be referred to the Company Secretary and a decision will be made by the Board.

#### ***What is a financial benefit?***

The term **financial benefit** is to be interpreted broadly.

When applying this policy, the Board will have regard to the commercial nature of the transaction, and any consideration given for the benefit will be disregarded (even if the consideration is considered to be adequate).

Some examples of financial benefits include:

- (a) giving or providing finance or property (including buying, selling or leasing an asset);
- (b) supplying or receiving services; and
- (c) issuing securities or granting options.

## **9.4 The Exceptions**

There are a number of exceptions to the requirement to obtain shareholder approval for the giving of a financial benefit to a related party. However, unless one of these exceptions applies, shareholder approval must be obtained in accordance with this policy prior to the giving of a financial benefit to a related party.

#### ***The 'arm's length' exception***

The Company is not required to obtain shareholder approval for the giving of a financial benefit to a related party if the proposed transaction is on arm's length terms, or on terms that are less favourable to the related party.

In determining whether the arm's length exception applies to a transaction, the Board will have regard to the following factors:

- (a) the terms of the transaction;
- (b) any protocols adopted by the Company to ensure that conflicts of interest were appropriately managed;
- (c) the impact of the proposed transaction on the Company and its shareholders;
- (d) any other options that may be available; and
- (e) any expert advice received in relation to the proposed transaction.



The Company will only rely on the arm's length exception in circumstances where the Board is confident that the exception applies. If there is any doubt, shareholder approval will be sought in accordance with this policy.

#### ***Other exceptions***

Other exceptions to the requirement to obtain shareholder approval for the giving of a financial benefit to a related party include:

- (a) where the financial benefit represents reasonable remuneration payable to the related party as an officer or employee, or the reimbursement of expenses;
- (b) the giving of an indemnity, exemption or insurance policy in respect of a liability incurred as an officer or employee;
- (c) where the value of the financial benefit (together with all other financial benefits given to the related party in the relevant financial year without shareholder approval) is less than \$5,000;
- (d) benefits given to a shareholder of the Company that do not discriminate unfairly against other shareholders of the Company; and
- (e) benefits given by the Company to a wholly-owned subsidiary (or vice versa).

Where the Board is satisfied that one of the above exceptions applies, shareholder approval will not be required for the giving of the financial benefit.

### **9.5 Dealing with Related Party Transactions**

#### ***Protocols for negotiations with related parties***

In respect of negotiations with related parties, the Board should consider putting in place protocols to ensure that the related party does not influence the Company's decisions. For example, it may be appropriate to:

- put in place 'Chinese Walls' in relation to the proposed transaction;
- form a Board sub-committee to consider the proposed transaction; and
- seek independent advice.

#### ***All related party transactions to be referred to the Board***

Where a member of the Company proposes to enter into a transaction with a related party the following procedure must be followed.

- (a) Full and appropriate disclosure about the proposed transaction is to be made to the Company Secretary **prior** to any transactions being entered into. Such disclosure should include the following information:
  - (1) full details of the proposed transaction, including the parties and the nature of their relationship (that is, why they are or might be considered to be related parties);
  - (2) whether an exception to the requirement to obtain shareholder approval applies or may apply;
  - (3) why the exception (if any) applies to the proposed transaction; and

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- (4) any other information appropriate or necessary in the circumstances for the Board to determine whether the arm's length or any other exception applies.
  - (b) The Company Secretary will compile the information provided, and include an item in the agenda for the Board to consider the proposed transaction at the next Director's meeting.
  - (c) Where appropriate, the Board may refer to any internal or external advice or recommendations on the proposed transaction.
  - (d) Where the Board determines that the proposed transaction is on arm's length terms or subject to any other exception such that shareholder approval is not required, it may resolve to proceed with the proposed transaction on terms it considers appropriate.
  - (e) Where the Board determines, based on the information available to it, that the proposed transaction is:
    - (1) not on arm's length terms;
    - (2) not subject to any other exception; or
    - (3) such that shareholder approval should nevertheless be obtained,and resolves that the proposed transaction should nevertheless proceed (subject to the required shareholder approval), the Board must call a meeting of shareholders to be held to consider and, if thought fit, approve the proposed transaction.

The procedures set out in this policy must be complied with in relation to all related party transactions.

However, any routine transactions entered into by a member of the Company in the ordinary course of business and on arm's length terms are not required to be referred to the Board in accordance with this policy.

***Persons with material interest not to participate***

Any person who has a material personal interest in the outcome of a proposed related party transaction must disclose that interest to the Company Secretary, who will notify the Board. The interested person must not participate or be anyway involved in the decision-making process of the Company or the Board in relation to the proposed related party transaction.

Where the interested person is a director of the Company, he or she must not:

- (f) be present while the proposed transaction is being considered by the Board; or
- (g) vote on the proposed transaction.

All related party transactions (including those that are determined by the Board to be on arm's length terms or otherwise subject to an exception must be appropriately recorded and documented.

***Disclosure of related party transactions***

Details of all related party transactions are to be fully disclosed in each annual report issued by the Company in accordance with Australian accounting standard AASB 124.

## 9.6 Listing Rule 10.11

Listing Rule 10.11 provides that a Listed company shall not without shareholder approval issue securities to a related party.

A number of exceptions to this Rule are contained in Listing Rule 10.12.

However, unless one of these exceptions applies, shareholder approval must be obtained for the issue of securities to a related party.

## 9.7 Miscellaneous

### ***Register***

The Company Secretary will keep and maintain a register of all related party transactions involving members of the Company, including details of the transaction, the parties and whether shareholder approval was obtained or one of the exceptions applied.

### ***Review of policy***

This policy will be reviewed by the Board as necessary to ensure that it remains relevant and appropriate to the Company, to determine the effectiveness of the policy, and to make any changes necessary.

## 9.8 Definitions

In this Section 9:

- (a) **Board** means the board of directors of the Company.
- (b) **Group** means the Company and its subsidiaries.
- (c) Concepts not defined in this policy which are given a meaning in the Corporations Act have the same meaning as in the Corporations Act.

## Section 10 Anti-bribery and Corruption Policy

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### 10.1 Purpose

The purpose of this Policy is to establish controls to ensure compliance with all applicable anti-Corruption laws and regulations, and to ensure that the Company conducts business in a socially responsible manner.

The Company and the Board take a zero tolerance approach to Corruption and are committed to acting professionally, ethically and with integrity in all of the Company's business dealings and relationships. This extends to implementing and enforcing effective systems to counter Corruption.

### 10.2 Company Personnel and Associated Persons' responsibility under this Policy

Company Personnel and Associated Persons must:

- (a) ensure that they read, understand and comply with this Policy;
- (b) detect, report and prevent Corruption and avoid any activity that might lead to, or suggest a breach of this Policy;
- (c) notify the Board or their manager as soon as they become aware of any potential breach or breaches of this Policy, whether they have occurred or may occur in the future;
- (d) with respect to Gifts and Hospitality, which include the receipt or offer of gifts, meals or tokens of appreciation and gratitude, or invitations to events, functions, or other social gatherings in connection with matters related to the Company's business, understand that these activities are acceptable provided they:
  - (1) fall with reasonable bounds of value and occurrence;
  - (2) do not influence, or are not perceived to influence, objective business judgement; and
  - (3) are not prohibited or limited by applicable laws or applicable industry codes;
  - (4) company personnel must not accept gifts or entertainment where to do so might influence, or be perceived to influence, objective business judgement;
- (e) understand that this Policy does not prohibit giving normal and appropriate Hospitality to, or receiving it from, third parties;
- (f) when making a payment on behalf of the Company, be mindful of what the payment is for and whether the amount requested is proportionate to the services provided. A receipt must always be requested which details the reasons for the payment. Any suspicions or concerns regarding a payment should be raised with the Board or their manager; and
- (g) use the Decision Flowchart when in doubt as to whether to give or receive Gifts and Hospitality.

### 10.3 The Board's responsibility under this policy

The Board must:

- (a) ensure that the Policy complies with the Company's legal and ethical obligations and Company Personnel and Associated Persons comply with the Policy;

- (b) consider, and if it is deemed to be appropriate, approve Contributions. The Board must follow the guidelines set out in this Policy when deciding whether to approve Contributions;
- (c) oversee any allegations of Corruption against the Company, Associated Persons or Company Personnel and take appropriate action if the allegations are proven true;
- (d) regularly monitor and evaluate training programs; and
- (e) regularly monitor the effectiveness and review the implementation of the Policy, considering its suitability, adequacy and effectiveness. Any improvements identified by the Board are to be implemented as soon as possible.

#### **10.4 The Company's responsibility under this policy**

The Company must:

- (a) keep financial records and ensure adequate and appropriate internal controls exist to ensure all payments to third parties evidence a business reason for the payment;
- (b) undertake the appropriate due diligence on Associated Persons and merger, acquisition, significant investment or joint venture targets;
- (c) provide secure, confidential and accessible means for both Company Personnel and Associated Persons to raise concerns about Corruption on the part of other Associated Persons and Company Personnel; and
- (d) ensure that the systems implemented to deter, detect and investigate Corruption are subject to regular audit.

#### **10.5 Matters prohibited under this Policy**

- (a) Bribery

Neither Associated Persons nor Company Personnel are permitted to engage in Bribery.

- (b) Gifts and Hospitality

The giving or receiving of Gifts or Hospitality is permitted under this Policy only if it is proportionate and reasonable in the circumstances.

The giving or receiving of Gifts or Hospitality will be considered proportionate and reasonable in the circumstances if all of the following conditions are met:

- (1) it is not made with the intention of influencing a person to obtain or retain business or a business advantage, or to reward the provision or retention of a business or business advantage, or in explicit or implicit exchange for favours or benefits;
- (2) it complies with local law;
- (3) in respect of the giving of Gifts or Hospitality, it is given in the Company's name;
- (4) it does not include cash or a cash equivalent (such as gift certificates or vouchers);
- (5) it is appropriate in the circumstances;

- (6) it is given openly, not secretly; and
- (7) it otherwise complies with this Policy.

Company Personnel and Associated Persons must refer to the Decision Flowchart when deciding whether to give or receive a Gift or Hospitality.

If you are unsure about whether to give or receive a Gift or Hospitality, you must refer the matter to your immediate manager who must escalate the issue for Board approval.

(c) Facilitation Payments

Bribes in the form of payments made for the purpose of expediting or facilitating the performance of a government official or Public Official for a governmental or public action (Facilitation Payments) are not permitted and Associated Persons and Company Personnel must not make or receive Facilitation Payments.

In making a payment on behalf of the Company, all Associated Persons and Company Personnel should be mindful of what the payment is for and whether the amount requested is proportionate to the services provided. A receipt must always be requested which details the reasons for the payment. Any suspicions or concerns regarding a payment should be raised directly with the Board.

(d) Charitable and Political Contributions

Without prior approval from the Board, Associated Persons and Company Personnel must not make Contributions:

- (1) on behalf of the Company under any circumstances; or
- (2) whilst acting in their capacity as an Associated Person or Company Personnel.

When deciding whether to approve a Contribution, the Board should consider:

- (1) whether the Contribution was requested by a government official;
- (2) whether there is a nexus between the recipient and any government entity from which the Company is seeking a decision, service or outcome;
- (3) whether the Contribution is consistent with the Company's overall pattern of Contributions; and
- (4) whether there will be a tax deduction for the Contribution.

The value of a Contribution cannot, under any circumstances, be greater than \$250.00 without unanimous Board approval.

The Board must not approve a Contribution if the Board reasonably holds the view that the Contribution;

- (1) is being used as a scheme to conceal Corruption; or
- (2) is not legal or ethical under local laws and practices.

All Contributions approved by the Board should be publicly disclosed by the Company.

This Policy does not prohibit Company Personnel and Associated Persons from making Contributions in their individual capacity provided that, if such Contribution exceeds the value of \$750.00 it must be notified to the Board.

#### **10.6 Failure to comply with this Policy**

- (a) Failure to comply with this Policy and any involvement with Corruption may be regarded by the Company as serious misconduct and may result in Disciplinary Action.

#### **10.7 Due diligence - Associated Persons**

- (a) Prior to engaging any Associated Person, the Company must undertake properly documented, reasonable and proportionate anti-Corruption due diligence.
- (b) Reasonable and proportionate anti-Corruption due diligence is determined in relation to the role of the Associated Person (eg, a high value contractor requires more due diligence than a volunteer).
- (c) At a minimum, the Company must consider, as determined in an interview, meeting or tender process:
  - (1) how the Associated Person was referred or introduced;
  - (2) what is the Associated Person's skill set;
  - (3) who are the Associated Person's owners or superiors; and
  - (4) whether the Associated Person is a Foreign Public Official.
- (d) The Company must issue Associated Persons with written arrangements that clearly outline their role, responsibilities and boundaries whilst engaged by the Company.
- (e) Associated Persons with known legal, payment or performance issues should not be engaged.

#### **10.8 Due Diligence - Mergers, acquisitions, significant investments and joint ventures**

- (a) The Company must ensure that:
  - (1) prior to:
    - (A) entering into any binding contractual arrangements to acquire a significant new company or business;
    - (B) entering into a joint venture; or
    - (C) undertaking a significant investment,it undertakes anti-Corruption due diligence and a due diligence report must be completed opening on this element of the relevant transaction;
  - (2) all merger, acquisition, significant investment and joint venture agreements which the Company enters into contain standard representations and warranties by the counter-party relating to anti-Corruption, as well as the right to terminate the agreement if a material breach is discovered; and
  - (3) any joint venture that is effectively controlled by the Company through ownership, management or other involvement, complies with this Policy, or has in place equivalent policies and procedures.

- (b) Where the Company does not exercise effective control within the joint venture, the Company is committed to working with its joint venture partners to achieve the standards outlined in this Policy.

#### **10.9 Conflict of interest**

- (a) Company Personnel and Associated Persons must disclose to the Board on an annual basis all Conflicts of Interest that may give rise to a risk of Corruption.

#### **10.10 Record-keeping**

- (a) The Company is required to keep financial records and ensure adequate and appropriate controls exist to ensure all payments made by or on behalf of the Company evidence a business reason for the payment.
- (b) Company Personnel must ensure that all expense claims relating to Gifts, Hospitality or expenses incurred accurately record the reason for expenditure.

#### **10.11 How to raise a concern**

- (a) The Company is committed to providing secure, confidential and accessible means for both Company Personnel and Associated Persons to raise concerns about Corruption on the part of Associated Persons and Company Personnel.
- (b) All Company Personnel and Associated Persons are encouraged to raise concerns about possible breaches of this Policy or other suspicious behaviours, as soon as possible.
- (c) Company Personnel and Associated Persons are advised that:
- (1) they can make reports anonymously;
  - (2) they should not conduct their own investigations nor contact the target of the complaint;
  - (3) there will be no reprisal for reporting wrongdoing;
  - (4) their identity and contact details will not be made available to any accused; and
  - (5) where appropriate, they can rely on the Company's Whistleblower Policy.
- (d) Concerns can be raised confidentially with the Board directly or the Company Secretary (as applicable) and where appropriate, Company Personnel and Associated Persons can rely on the Company's Whistleblower Policy.

#### **10.12 How will the Company deal with allegations of Corruption?**

- (a) Concerns raised by Company Personnel or Associated Persons about Corruption will be fully and independently investigated. If the concerns are proven true, appropriate action will be taken by the Board.

#### **10.13 What to do if you are the victim of Corruption**

- (a) Company Personnel and Associated Persons should immediately inform the Board if they are offered a Bribe by a person, are asked to make a Bribe, suspect that this may happen in the future or are requested to become involved in any form of Corruption whether in their individual capacity or on behalf of the Company.
- (b) The Company's strict policy is that Company Personnel or Associated Persons must not be involved in any form of Corruption. We recognise, however, that Associated



Persons or Company Personnel may be faced with situations where there is a risk to their personal security or the security of their family, and if involvement in Corruption is unavoidable, the following steps must be taken to the extent that they are reasonable in the circumstances:

- (1) keep any amount to the minimum;
- (2) create a record concerning the payment; and
- (3) report it to your manager (who must report it to the Board) or the Board as soon as is reasonably practicable having regard to your personal security and that of your family or others.

#### **10.14 Protection**

- (a) The Board encourages openness in business and will support anyone who raises a genuine concern in good faith under this Policy. Also, where appropriate, Company Personnel and Associated Persons can rely on the Company's Whistleblower Policy.
- (b) The Board will not subject Company Personnel or Associated Persons to detrimental treatment as a result of them:
  - (1) refusing to take part in Corruption; or
  - (2) reporting actual or suspected Corruption in good faith under this Policy.

#### **10.15 Training and communication**

- (a) Training on this Policy shall form part of the induction process for all new Company Personnel. Furthermore, all existing Company Personnel will be appraised as soon as possible of their responsibilities under this Policy and where appropriate, receive regular, relevant training on how to implement the Policy.
- (b) Training programs are to be regularly monitored and evaluated by the Board.
- (c) All existing and prospective Associated Persons are to be informed of the Company's Corruption prevention procedures and controls, including this Policy.

#### **10.16 Monitoring and review**

- (a) The Board will monitor the effectiveness and review the implementation of the Policy regularly, considering its suitability, adequacy and effectiveness. Any improvements identified are to be implemented as soon as possible.
- (b) To ensure the effectiveness of the Policy's procedures, the systems that have been set up to deter, detect and investigate Corruption will be subject to regular audit.
- (c) All Company Personnel and Associated Persons are responsible for the success and effectiveness of this Policy and should therefore ensure that they use it to disclose any suspected breach of the Policy.
- (d) Any suggested improvements to this Policy are welcome and should be directed to the Board or Company Secretary (as applicable).

#### **10.17 Policy amendment**

This Policy cannot be amended without approval from the Board.

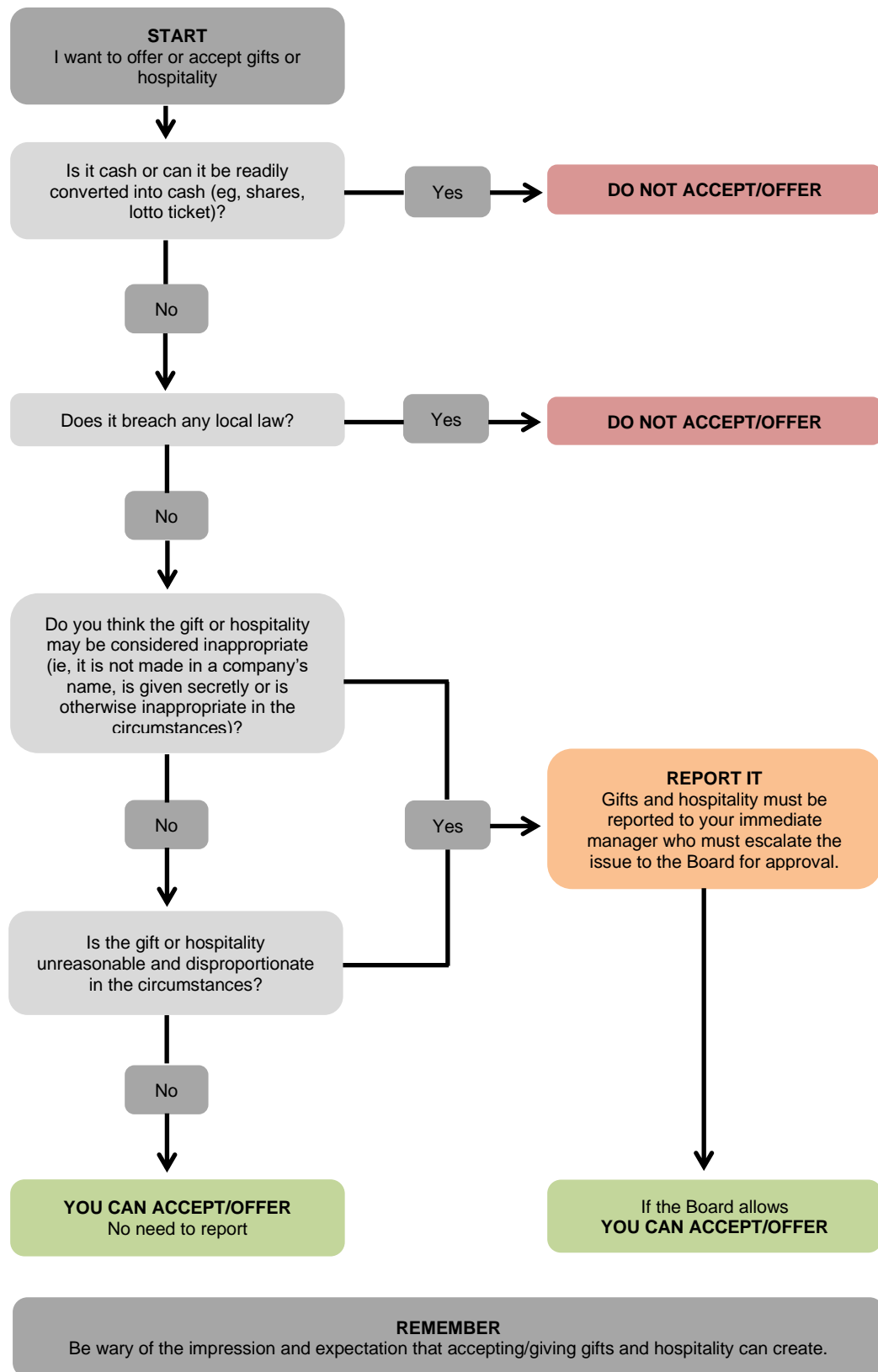
## 10.18 Definitions

In this Section 10:

- (a) **Associated Persons** means all persons other than Company Personnel who perform services for or on behalf of the Company. This includes, but is not limited to joint venture partners, consultants, contractors, trainees, seconded staff, casual workers, agency staff, volunteers, interns, agents, sponsors and any other persons associated with the Company, wherever located.
- (b) **Bribe** means a financial advantage or other advantage offered, promised or provided:
  - (1) which is intended to influence the recipient to improperly perform a function or activity; or
  - (2) with the knowledge or belief that the acceptance of the financial advantage or other advantage would itself constitute the improper performance of a relevant function or activity,
  - (3) in order to gain any commercial, contractual, regulatory or personal advantage.
- (c) **Bribery** (or to **Bribe** or **Bribing**) means to provide a person with a Bribe, or to receive a Bribe from a person (either from the private or public sector, including Public Officials and Foreign Public Officials).
- (d) **Company Personnel** means senior managers, officers, directors or employees (whether permanent, fixed-term or temporary) of the Company.
- (e) **Conflict of Interest** means an actual, potential or perceived conflict between:
  - (1) the private interests of Company Personnel, Associated Persons, or their close relatives, friends and associates; and
  - (2) the interests of the Company.
- (f) **Corruption** means, for the purpose of this Policy:
  - (1) to engage in Bribery;
  - (2) to provide or receive a Gift or Hospitality otherwise than in accordance with this Policy;
  - (3) to make or receive a Facilitation Payment otherwise than in accordance with this Policy;
  - (4) to make a Contributions otherwise than in accordance with this Policy; or
  - (5) to engage in any dishonest, fraudulent, illegal or otherwise corrupt conduct for the purpose of private gain or for the benefit of the Company.
- (g) **Criminal Code** means the Criminal Code Act 1995 (Cth).
- (h) **Decision Flowchart** means the decision flowchart set out in section 10.19 of this Policy.
- (i) **Disciplinary Action** means:
  - (1) reprimands;

- (2) formal warnings;
  - (3) demotions;
  - (4) immediate termination of contracts of employment;
  - (5) immediate termination of contracts of engagement; or
  - (6) immediate termination of a joint venture agreement.
- (j) **Facilitation Payment** has the meaning given to that term in section 10.1(c) of this Policy.
- (k) **Foreign Public Official** has the meaning given to that term in the Criminal Code and includes a Public Official who serves a foreign country, performs work for a foreign government or performs the duties of an office under a law of a foreign country.
- (l) **Gift** means:
  - (1) the transfer of property or other benefit:
  - (2) without recompense; or
  - (3) for consideration substantially less than full; or
  - (4) a loan of property made on a permanent, or an indefinite basis.
- (m) **Hospitality** means any measures that involve, but are not limited to, an expenditure of financial resources or time, used to entertain, receive or otherwise accommodate a person.
- (n) **Policy** means this anti-bribery and corruption policy.
- (o) **Public Official** has the meaning given to that term in the Criminal Code.

## 10.19 Decision flowchart



# Whistleblower Policy

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AnteoTech Ltd ACN 070 028 625 (**Company**)

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# AnteoTech Ltd - Whistleblower Policy

## 1. Purpose

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AnteoTech Ltd ACN 070 028 625 (**Company**) is committed to the highest standards of conduct and ethical behaviour in all of our business activities and to promoting and supporting a culture of honest and ethical behaviour, corporate compliance and good corporate governance across the Company. As part of that commitment, the Company has established this Whistleblower Policy (**Policy**), in compliance with applicable laws and practices.

This Policy is an important tool for helping the Company to identify wrongdoing that may not be uncovered unless there is a safe and secure means for disclosing wrongdoing. The Company encourages Disclosers who are aware of possible wrongdoing to report it in accordance with this Policy.

The purpose of this Policy is to:

- (a) provide information about the protections available to Disclosers;
- (b) encourage more Disclosures of wrongdoing;
- (c) help deter wrongdoing, in line with the Company's risk management and governance framework;
- (d) ensure individuals who disclose wrongdoing can do so safely, securely and with confidence that they will be protected and supported;
- (e) ensure Disclosures are dealt with appropriately and on a timely basis;
- (f) provide transparency around the Company's framework for receiving, handling and investigating Disclosures;
- (g) support the Company's values, Code of Conduct and Corporate Ethics Policy;
- (h) support the Company's long-term sustainability and reputation;
- (i) meet the entity's legal and regulatory obligations;
- (j) describe the channels through which Disclosures may be made;
- (k) provide for the process for investigating and dealing with Disclosures and how the Company will support Disclosers and protect them from Detriment; and
- (l) align with the ASX Corporate Governance Principles and Recommendations, 4<sup>th</sup> Ed (2019) and relevant standards.

This Policy is intended to supplement all applicable laws, rules and other corporate policies including, without limitation, the Company's Code of Conduct and the Company's Anti-Bribery and Corruption Policy.

Unless an employment contract applies, this Policy does not form part of any contract of employment or any industrial instrument.

There are certain differences between the whistleblower protections that exist for Disclosers under the Corporations Act and the Taxation Administration Act. The Company encourages Disclosers to read this Policy carefully before making a Disclosure and to understand what is required to be afforded adequate protection.

# AnteoTech Ltd - Whistleblower Policy

## 2. Definitions and interpretation

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### 2.1 Definitions

In this Policy:

**APRA** means the Australian Prudential Regulation Authority.

**ASIC** means the Australian Securities and Investments Commission.

**Associate** has the meaning given to that term under the Corporations Act.

**ATO** means the Australian Tax Office.

**Audit and Risk Committee** means the audit and risk management committee of the Board from time to time.

**Board** means the board of Directors of the Company from time to time.

**Chairperson** means the person appointed by the Board as chairperson from time to time.

**Commonwealth Authority** means an authority or other body (whether incorporated or not) that is established or continued in existence by or under an Act.

**Company** means AnteoTech Ltd ACN 070 028 625.

**Company Secretary** means a person appointed by the Company to be the company secretary.

**Corporations Act** means the *Corporations Act 2001* (Cth).

**Corporations Regulations** means *Corporations Regulations 2001* (Cth).

**Detriment** has the meaning given in section 1317ADA of the Corporations Act, which may include, without limitation:

- (a) dismissal of an employee;
- (b) injury of an employee in his or her employment;
- (c) alteration of an employee's position or duties to his or her disadvantage;
- (d) discrimination between an employee and other employees of the same employer;
- (e) harassment or intimidation of a person;
- (f) harm or injury to a person, including psychological harm;
- (g) damage to a person's property;
- (h) damage to a person's reputation;
- (i) damage to a person's business or financial position; or
- (j) any other damage to a person.

**Detrimental Conduct** has the meaning given to that term by clause 7.2(a).



# AnteoTech Ltd - Whistleblower Policy

**Director** means any person holding the position of a director of the Company and includes an alternate director and Directors means the directors for the time being of the Company or as the context permits such number of them as have authority to act for the Company.

**Disclosable Matter** has the meaning given to that term by clause 4.1 of this Policy.

**Discloser** means a person who makes a Disclosure in accordance with section 1317AA of the Corporations Act and is a person listed in clause 3.2 of this Policy.

**Disclosure** means a disclosure of information relating to a Disclosable Matter.

**Eligible Recipient** has the meaning given to that term by clause 5.2(c) of this Policy.

**Emergency Disclosure** has the meaning given to that term by clause 6(c) of this Policy.

**Journalist** means a person who is working in a professional capacity as a journalist for any of the following:

- (a) a newspaper or magazine;
- (b) a radio or television broadcasting service;
- (c) an electronic service (including a service provided through the internet) that:
  - (1) is operated on a commercial basis, or operated by a body that provides a national broadcasting service (within the meaning of the *Broadcasting Services Act 1992* (Cth)); and
  - (2) is similar to a newspaper, magazine or radio or television broadcast.

**Misconduct** includes fraud, negligence, default, breach of trust and breach of duty.

**Officer** has the meaning given to that term by section 9 of the Corporations Act.

**Parliamentarian** means a member of the Parliament of the Commonwealth, the Parliament of a State or the Legislature of a Territory.

**Personal Work-Related Grievance** means a grievance that:

- (a) relates to the Discloser's current or former employment and has, or tends to have, implications for the Discloser personally;
- (b) does not have any significant implications for the Company to which the grievance relates, or another regulated entity under part 9.4AAA of the Corporations Act and such implications do not relate to the Discloser; and
- (c) does not concern conduct, or alleged conduct, referred to in section 1317AA(5)(c), (d), (e) or (f) of the Corporations Act.

**Personnel** means Officers, Senior Managers or employees of the Company.

**Policy** means this Whistleblower Policy.

**Public Interest Disclosure** has the meaning given to that term by clause 6(b) of this Policy.

**Related Body Corporate** has the meaning given to that term under the Corporations Act.

# AnteoTech Ltd - Whistleblower Policy

**Senior Manager** means a person (other than an Officer of the Company) who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business of the Company, or who has the capacity to affect significantly the Company's financial standing.

**Taxation Administration Act** means the *Taxation Administration Act 1953* (Cth).

## 2.2 Interpretation

Unless the contrary intention appears, a reference in this Policy to:

- (a) the singular includes the plural and vice versa;
- (b) one gender includes the others;
- (c) an item, recital, clause, subclause, paragraph, schedule or attachment is to an item, recital, clause, subclause, paragraph of, or schedule or attachment to, this Policy and a reference to this Policy includes any schedule or attachment; and
- (d) headings are for ease of reference only and do not affect the meaning or interpretation of this Policy.

## 2.3 Taxation Administration Act

Certain disclosures of information may have protection under the whistleblower regime in the Taxation Administration Act. Set out in Schedule 4 is a summary of the regime and protections, which is not exhaustive or intended to override the regulatory protections under the Taxation Administration Act. Any whistleblower matter that should be dealt with under the Taxation Administration Act regime, will be handled in that manner by the Company.

## 3. Who the Policy applies to

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### 3.1 Qualification for protection

A Discloser qualifies for protection as a whistleblower under the Corporations Act if they are a Discloser in relation to the Company and:

- (a) they have made a Disclosure relating to a Disclosable Matter:
  - (1) directly to an Eligible Recipient; or
  - (2) to ASIC, APRA or another Commonwealth Authority prescribed by the Corporations Regulations for the purposes of section 1317AA(1)(b) of the Corporations Act;
- (b) they have made a Disclosure to a legal practitioner for the purposes of obtaining legal advice or legal representation about the operation of the whistleblower provisions in the Corporations Act; or
- (c) they have made an Emergency Disclosure or Public Interest Disclosure.

### 3.2 Disclosers

An individual is a Discloser for the purposes of this Policy if the individual is, or has been, any of the following:

- (a) an Officer of the Company;

# AnteoTech Ltd - Whistleblower Policy

- (b) an employee of the Company (including permanent, part-time, casual, fixed-term or temporary employees, interns, or secondees);
- (c) an individual who supplies services or goods to the Company (whether paid or unpaid) (eg, current and former contractors, consultants, service providers and business partners);
- (d) an employee of a person that supplies goods or services to the Company (whether paid or unpaid);
- (e) an individual who is an Associate of the Company;
- (f) a relative, dependant or spouse of an individual referred to in any of paragraphs **Error! Reference source not found.** to (e) above; and
- (g) an individual prescribed by the Corporations Regulations for the purposes of section 1317AAA(i) of the Corporations Act.

## 4. Matters the Policy applies to

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### 4.1 Disclosable Matter

- (a) A Disclosable Matter involves information that the Discloser has reasonable grounds to suspect concerns Misconduct or an improper state of affairs or circumstances in relation to:
  - (1) the Company; or
  - (2) a Related Body Corporate of the Company.
- (b) The term 'reasonable grounds to suspect' is based on the objective reasonableness of the reasons for the Discloser's suspicion. A Discloser's motive for making a Disclosure, or their personal opinion of the person(s) involved, does not prevent them from qualifying for protection under the Corporations Act.
- (c) Without limitation, a Disclosable Matter includes information which indicates that the Company or a Related Body Corporate (including one or more of their employees and Officers) has engaged in conduct that:
  - (1) constitutes an offence against, or a contravention of, a provision of any of the following:
    - (A) the Corporations Act;
    - (B) the *Australian Securities and Investments Commission Act 2001* (Cth);
    - (C) the *Banking Act 1959* (Cth);
    - (D) the *Financial Sector (Collection of Data) Act 2001* (Cth);
    - (E) the *Insurance Act 1973* (Cth);
    - (F) the *Life Insurance Act 1995* (Cth);
    - (G) the *National Consumer Credit Protection Act 2009* (Cth);
    - (H) the *Superannuation Industry (Supervision) Act 1993* (Cth);

# AnteoTech Ltd - Whistleblower Policy

- (I) an instrument made under an Act referred to in paragraphs (A) to (H) above;
- (2) constitutes an offence against any other law of the Commonwealth that is punishable by imprisonment for a period of 12 months or more;
- (3) represents a danger to the public or the financial system; or
- (4) is prescribed by the Corporations Regulations for the purposes of section 1317AA(5)(f) of the Corporations Act.
- (d) The following types of wrongdoing may amount to a Disclosable Matter:
- (1) illegal conduct, such as theft, dealing in, or use of illicit drugs, violence or threatened violence and criminal damage against property);
- (2) fraud, money laundering or misappropriation of funds;
- (3) offering or accepting a bribe;
- (4) financial irregularities;
- (5) failure to comply with, or breach of, legal or regulatory requirements; or
- (6) engaging in or threatening to engage in Detrimental Conduct against a person who has made a Disclosure or is believed or suspected to have made, or be planning to make, a Disclosure.
- (e) A Disclosable Matter includes conduct that may not involve a contravention of a particular law.
- (f) Information that indicates a significant risk to public safety or the stability of, or confidence in, the financial system is a Disclosable Matter, even if it does not involve a breach of a particular law.
- (g) A Discloser can still qualify for protection even if their Disclosure turns out to be incorrect. However, deliberate false reporting, that is, making a report that the Discloser knows to be untrue, is discouraged by the Company and may result in disciplinary action.

## 4.2 What this Policy will not address

- (a) This Policy is intended to complement (not replace) any applicable usual reporting avenues the Company has for raising issues of concern (for example, by talking to the relevant manager).
- (b) Disclosures that relate solely to Personal Work-Related Grievances, and that do not relate to Detriment or threat of Detriment to the Discloser, do not qualify for protection under the Corporations Act.
- (c) The Corporations Act includes the following specific examples of grievances that may be Personal Work-Related Grievances. These examples include:
- (1) an interpersonal conflict between the Discloser and another employee;
- (2) a decision about the engagement, transfer or promotion of the Discloser;
- (3) a decision about the terms and conditions of engagement of the Discloser;

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- (4) a decision to suspend or terminate the engagement of the Discloser, or otherwise to discipline the Discloser.
- (d) A Personal Work-Related Grievance may still qualify for protection if:
  - (1) it includes information about Misconduct, or information about Misconduct includes or is accompanied by a Personal Work-Related Grievance (mixed report);
  - (2) the Company has breached employment or other laws punishable by imprisonment for a period of 12 months or more, engaged in conduct that represents a danger to the public, or the Disclosure relates to information that suggests Misconduct beyond the Discloser's personal circumstances;
  - (3) the Discloser suffers from or is threatened with Detriment for making a Disclosure; or
  - (4) the Discloser seeks legal advice or legal representation about the operation of the whistleblower protections under the Corporations Act.
- (e) Any complaints of injustice in the assessment of an employee's performance, will be dealt with under any appropriate Company policy.
- (f) Employees may raise Personal Work-Related Grievances and other types of issues or concerns that are not covered by this Policy by contacting their immediate supervisor (if there isn't a conflict of interest), the CEO or any other Director of the Company.
- (g) Employees are encouraged to seek legal advice about their rights and protections under employment or contract law and to resolve their Personal Work-Related Grievance.

## 5. Making a Disclosure under this Policy

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### 5.1 Before making a Disclosure

- (a) Employees of the Company who become aware of, or suspect on reasonable grounds, a Disclosable Matter are encouraged to discuss the matter with their immediate supervisor or, if there is a conflict of interest, with the CEO or any other Director of the Company at first instance to assist with identifying and addressing wrongdoing as early as possible. This is not a requirement and the employee is free to make a Disclosure under this Policy without first discussing it with their immediate supervisor, the CEO or any other Director of the Company.
- (b) In making a Disclosure, a Discloser must have reasonable grounds to suspect that their Disclosure concerns a Disclosable Matter.

### 5.2 Eligible Recipients

- (a) The contact details for specified Eligible Recipients and the Company's external independent whistleblowing service (if any) are provided in Schedule 1 to this Policy.
- (b) A Discloser must make their Disclosure directly to an Eligible Recipient, in order for the Disclosure to qualify for protection under the Corporations Act (except for external Disclosures made in accordance with clause 5.5 of this Policy).
- (c) Under the Corporations Act each of the following is an Eligible Recipient in relation to the Company:

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- (1) an Officer or Senior Manager of the Company or a Related Body Corporate;
  - (2) the internal or external auditor (including a member of an audit team conducting an audit) of the Company or a Related Body Corporate;
  - (3) an actuary of the Company or a Related Body Corporate; and
  - (4) such other persons (if any) authorised by the Company to receive Disclosures under this Policy, which may be set out in Schedule 1 or as otherwise approved by the Company from time to time.
- (d) For the purposes of the Taxation Administration Act, an eligible recipient in relation to the Company is set out in Schedule 4.
- (e) The Company may from time to time appoint additional Eligible Recipients within the Company and may engage an external independent whistleblowing service to receive Disclosures.
- (f) The Company will communicate the identity and contact details of Eligible Recipients and details of any external independent whistleblowing service (if any) to Officers and employees of the Company by updating Schedule 1 of this Policy.

## 5.3 Making a Disclosure

- (a) To assist with the efficient management of a Disclosure, a Discloser should:
- (1) expressly refer to this Policy when making a Disclosure; and
  - (2) where possible, include details of the Disclosable Matter, for example, date, times, places, witnesses and provide any available evidence,
- although this is not necessary to qualify for protection.
- (b) External disclosures are dealt with under clause 5.5 of this Policy.
- (c) Any Disclosure made will be treated in accordance with this Policy.

## 5.4 Anonymous Disclosures

- (a) A Disclosure can be made anonymously and still be protected under the Corporations Act.
- (b) A Discloser can choose to remain anonymous while making a Disclosure, over the course of any investigation and after any investigation is finalised.
- (c) A Discloser may refuse to answer questions that they feel could reveal their identity at any time, including during follow-up conversations.
- (d) A Discloser who wishes to remain anonymous should maintain ongoing two-way communication with the Company, so the Company can ask follow-up questions or provide feedback.

## 5.5 External Disclosures to regulatory bodies and other external parties

- (a) The Company encourages Disclosers to make a Disclosure to one of the Company's internal or external Eligible Recipients in the first instance. The Company would like to be aware of and address wrongdoing as early as possible. The Company's approach is intended to help build confidence and trust in this Policy and its whistleblower processes and procedures.

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- (b) A Discloser may also make a Disclosure directly to regulatory bodies, or other external parties, about a Disclosable Matter and qualify for protection under the Corporations Act without making a prior Disclosure to the Company (**External Disclosure**).
- (c) An External Disclosure can be made to:
  - (1) ASIC;
  - (2) APRA; or
  - (3) another Commonwealth Authority prescribed by the Corporations Regulations for the purposes of section 1317AA(1)(b)(iii) of the Corporations Act;and qualify for protection under the Corporations Act.

## 5.6 Disclosures to legal practitioners

A Disclosure to a legal practitioner for the purposes of obtaining legal advice or legal representation in relation to the operation of the whistleblower provisions in part 9.4AAA of the Corporations Act is protected (even in the event that the legal practitioner concludes that a Disclosure does not relate to a Disclosable Matter).

## 6. Public Interest Disclosures and Emergency Disclosures

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- (a) Disclosures can be made to a Journalist or Parliamentarian under certain circumstances as set out in this clause 6 and qualify for protection under the Corporations Act.
- (b) A Public Interest Disclosure is the Disclosure of information to a Journalist or a Parliamentarian, where:
  - (1) at least 90 days have passed since the Discloser made a Disclosure to ASIC, APRA or another Commonwealth Authority prescribed by the Corporations Regulations for the purposes of section 1317AA(1)(b)(iii) of the Corporations Act; and
  - (2) the Discloser does not have reasonable grounds to believe that action is being, or has been taken, in relation to their Disclosure; and
  - (3) the Discloser has reasonable grounds to believe that making a further Disclosure of the information would be in the public interest; and
  - (4) before making the Public Interest Disclosure, the Discloser has given written notice to the authority in sub-paragraph 6(b)(1) (ie, the authority to which the previous Disclosure was made) that:
    - (A) includes sufficient information to identify the previous Disclosure; and
    - (B) states that the Discloser intends to make a Public Interest Disclosure.
- (c) An Emergency Disclosure is the Disclosure of information to a Journalist or Parliamentarian, where:
  - (1) the Discloser has previously made a Disclosure of the information to ASIC, APRA or another Commonwealth Authority prescribed by the Corporations Regulations for the purposes of section 1317AA(1)(b) of the Corporations Act;

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- (2) the Discloser has reasonable grounds to believe that the information concerns a substantial and imminent danger to the health or safety of one or more persons or to the natural environment;
- (3) before making the Emergency Disclosure, the Discloser has given written notice to the authority in sub-paragraph 6(c)(1) (ie, the authority to which the previous Disclosure was made) that:
  - (A) includes sufficient information to identify the previous Disclosure; and
  - (B) states that the Discloser intends to make an Emergency Disclosure; and
- (4) the extent of the information disclosed in the Emergency Disclosure is no greater than is necessary to inform the Journalist or Parliamentarian of the substantial and imminent danger.
- (d) A Discloser should understand and know the criteria for making a Public Interest Disclosure or Emergency Disclosure, as stated in this clause 6.
- (e) A Discloser should contact an independent legal adviser before making a Public Interest Disclosure or an Emergency Disclosure.

## 7. Legal protections for Disclosers

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This clause 7 sets out the protections that are available under part 9.4AAA of the Corporations Act to Disclosers.

### 7.1 Identity protection

- (a) The Company and people involved in the handling of a Disclosure have legal obligations to protect the confidentiality of a Discloser's identity.
- (b) It is illegal for a person to identify a Discloser, or disclose information that is likely to lead to the identification of the Discloser, outside the exceptions in paragraph 7.1(c) and 7.1(d) of this clause.
- (c) A person (including Personnel bound by this Policy) cannot disclose:
  - (1) the identity of a Discloser; or
  - (2) information that is likely to lead to the identification of the Discloser, if that information was obtained directly or indirectly because the Discloser made a Disclosure.
- (d) An exception to clause 7.1(c) is if a person discloses the identity of the Discloser:
  - (1) to ASIC, APRA, or a member of the Australian Federal Police (within the meaning of the *Australian Federal Police Act 1979* (Cth));
  - (2) to a legal practitioner (for the purposes of obtaining legal advice or legal representation about the whistleblower provisions in part 9.4AAA of the Corporations Act);
  - (3) to a person or authority prescribed by the Corporations Regulations for the purposes of section 1317AAE(2)(e) of the Corporations Act; or



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- (4) with the consent of the Discloser.
- (e) A further exception to clause 7.1(c) is that a person can disclose the information contained in a Disclosure with or without the Discloser's consent if:
  - (1) the disclosure of information:
    - (A) does not include the Discloser's identity; and
    - (B) is reasonably necessary for investigating the Disclosable Matter raised in the Disclosure; and
  - (2) the person has taken all reasonable steps to reduce the risk that the Discloser will be identified from the information.
- (f) A Discloser can lodge a complaint with the Company about a breach of confidentiality pertaining to this Policy by their immediate supervisor, the CEO or any other Director of the Company. The Company encourages Disclosers to make a complaint to the Company in the first instance.
- (g) A Discloser may lodge a complaint about a breach of confidentiality with a regulator, such as ASIC, APRA or the ATO, for investigation.

## 7.2 Protection from detrimental acts or omissions

- (a) A person (including Personnel bound by this Policy) cannot engage in conduct that:
  - (1) causes Detriment to a Discloser (or another person); or
  - (2) constitutes the making of a threat to cause Detriment to a Discloser (or another person),if:
  - (3) the person believes or suspects that the Discloser (or another person) made, may have made, proposes to make or could make a Disclosure that qualifies for protection; and
  - (4) the belief or suspicion is the reason, or part of the reason, for the conduct,**(Detrimental Conduct).**
- (b) A threat may be expressed or implied, or conditional or unconditional. A Discloser (or another person) who has been threatened in relation to a Disclosure does not have to actually fear that the threat will be carried out.
- (c) The following are examples of actions that are not Detrimental Conduct:
  - (1) administrative action that is reasonable for the purpose of protecting a Discloser from Detriment (eg, moving a Discloser who has made a Disclosure about their immediate work area to another office to prevent them from Detriment); and
  - (2) reasonable management of a Discloser's unsatisfactory work performance.

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## 7.3 Compensation and other remedies

- (a) A Discloser (or any other employee or person) can seek compensation and other remedies through the courts under sections 1317AD and 1317AE of the Corporations Act if:
  - (1) they suffer loss, damage or injury as a result of the detrimental conduct; and
  - (2) the Company failed to take reasonable precautions and exercise due diligence to prevent the detrimental conduct.
- (b) Disclosers are encouraged to seek independent legal advice in relation to their right to compensation and other remedies.

## 7.4 Civil, criminal and administrative liability protection

- (a) A Discloser is protected from any of the following in relation to their Disclosure:
  - (1) civil liability (eg, any legal action against the Discloser for breach of an employment contract, duty of confidentiality or another contractual obligation);
  - (2) criminal liability (eg, attempted prosecution of the Discloser for unlawfully releasing information, or other use of the Disclosure against the Discloser in a prosecution (other than for making a false Disclosure)); and
  - (3) administrative liability (eg, disciplinary action for making the Disclosure).
- (b) The protections do not grant immunity for any misconduct a Discloser has engaged in that is revealed in their Disclosure.

## 8. Anonymity and confidentiality

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- (a) The Company will implement measures to protect the anonymity of Disclosers where a Disclosure is made anonymously which may include the following:
  - (1) communication with the Discloser will be through an anonymous telephone hotline and anonymised email addresses; and
  - (2) a Discloser may adopt a pseudonym for the purpose of their Disclosure.
- (b) The Company will keep the identity of a Discloser who has made a Disclosure under this Policy confidential and not disclose the Discloser's identity, or information that is likely to lead to the identification of the Discloser, to a third party, except as permitted by the Corporations Act as set out in clause 7.1(d) or 7.1(e) of this Policy.
- (c) Unauthorised disclosure of:
  - (1) a Discloser's identity; or
  - (2) information that is likely to lead to the identification of that person,is a breach of this Policy and may also be in breach of the Corporations Act.
- (d) The Company may take disciplinary action against any Personnel who makes an unauthorised disclosure under this Policy.

## 9. Support and practical protection for Disclosers

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- (a) The Company's processes and procedures for supporting and protecting Disclosers are set out in Schedule 2.
- (b) The Company will not tolerate any form of Detrimental Conduct to a Discloser who has made a Disclosure or to a person who is subjected to such conduct because of the belief or suspicion that they have made a Disclosure.
- (c) The Company will take all reasonable steps to protect Disclosers from Detriment because they have made, are proposing to make or able to make a Disclosure under this Policy.
- (d) Personnel found to have caused or threatened to cause Detriment to a Discloser may be subject to disciplinary action including, in serious cases, dismissal.
- (e) A Discloser who believes they have suffered Detriment as a result of making a Disclosure may wish to submit a complaint in accordance with Schedule 2.
- (f) A Discloser may seek independent legal advice or contact regulatory bodies, such as ASIC, APRA or the ATO, if they believe they have suffered Detriment.

## 10. Handling and investigation of Disclosures

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### 10.1 Handling a Disclosure

- (a) All Disclosures will be taken seriously and will be investigated as soon as practicable after they are received.
- (b) The Company will need to assess each Disclosure to determine whether:
  - (1) it qualifies for protection; and
  - (2) a formal, in-depth investigation is required.

### 10.2 Investigating a Disclosure

- (a) Any investigation will be conducted in an objective and fair manner, and otherwise as is reasonable and appropriate having regard to the nature of the Disclosable Matter and the circumstances.
- (b) The Company may appoint a person to assist in the investigation of a Disclosure. Where appropriate, the Company will provide feedback to the Discloser regarding the progress and outcome of the investigation (subject to considerations of the privacy of those against whom allegations are made).
- (c) The key steps the Company will take in investigating Disclosures are set out in Schedule 3.
- (d) Without a Discloser's consent, the Company and any person involved in the handling of a Disclosure cannot disclose information that is likely to lead to the identification of the Discloser as part of the Company's investigation process except in the circumstances described at clause 7.1.

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## 10.3 Confidentiality of investigation

- (a) To ensure the integrity of any investigation, all parties, including the Discloser, must maintain confidentiality of the Disclosure and the information leading to the Disclosure, except as otherwise permitted by this Policy.
- (b) Parties may consult with their professional advisers and confide in their close personal support network, provided those persons agree to the Company's requirement for confidentiality.

## 10.4 Factors the Company will consider

If the Company determines that it will need to investigate a Disclosure, the Company will also need to determine:

- (a) the nature and scope of the investigation;
- (b) the person(s) within and/or outside the Company that should lead the investigation;
- (c) the nature of any technical, financial or legal advice that may be required to support the investigation; and
- (d) the expected timeframe for the investigation.

## 10.5 Limitations of the investigation process

The Company may not be able to undertake an investigation if it is not able to contact the Discloser (eg, if a Disclosure is made anonymously and the Discloser has refused to provide, or has not provided, a means of contacting them).

## 10.6 Keeping a Discloser informed

- (a) The Company will provide acknowledgement of receipt of a Disclosure to the Discloser who made the Disclosure (subject to the Company being able to contact that person).
- (b) Subject to compliance with any legal requirements, a Discloser will be provided with regular updates on the progress of the investigation, if the Discloser can be contacted (including through anonymous channels).
- (c) The frequency and timeframe of any update may vary depending on the nature of the Disclosure.
- (d) The Company will use reasonable efforts to provide updates to a Discloser during the key stages of the investigation, such as:
  - (1) when the investigation process has begun;
  - (2) while the investigation is in process; and
  - (3) after the investigation has been finalised.

## 10.7 How the investigation findings will be documented, reported internally and communicated to the Discloser

- (a) A final report will record findings of the investigation and other action taken in respect of a Disclosure.

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- (b) A final report will keep the identity of a Discloser confidential (unless the Discloser consents to the identification) by not referring to the Discloser by name or including details which may lead to the identification of the Discloser.
- (c) Notwithstanding this clause 10.7, the method for documenting and reporting the findings of an investigation will depend on the nature of the Disclosure.
- (d) A final report relating to the Board will be provided to the Chairperson or to the chairperson of the Audit and Risk Committee, as appropriate.
- (e) Final reports relating to executive leaders and internal audit team members will be provided to the chairperson of the Audit and Risk Committee.
- (f) Updates and final reports relating to all other matters will be provided to the Board and/or the Audit and Risk Committee unless the Chairperson of the Board or the chairperson of the Audit and Risk Committee direct otherwise.
- (g) Reasonable efforts will then be made to communicate the conclusion and findings of the investigation and any other action taken in respect of a Disclosure to the Discloser. There may be circumstances where it may not be appropriate to provide details of the outcome of an investigation to the Discloser.

## 11. Fair treatment of employees

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- (a) The Company will adopt the following measures for ensuring fair treatment of employees mentioned in a Disclosure:
  - (1) Disclosures will be handled confidentially, when it is practical and appropriate in the circumstances;
  - (2) each Disclosure will be assessed and may be the subject of an investigation;
  - (3) the objective of an investigation is to determine whether there is enough evidence to substantiate or refute the matters reported;
  - (4) when an investigation needs to be undertaken, the process will be objective, fair and independent;
  - (5) an employee who is the subject of a Disclosure will be advised about the subject matter of the Disclosure as and when required by principles of natural justice and procedural fairness and prior to any actions being taken; and
  - (6) an employee who is the subject of a Disclosure may be encouraged to utilise professional support services, if the circumstances warrant such support.
- (b) Subject to compliance with any legal requirements, an employee who is the subject of a Disclosure has the right to:
  - (1) be informed as to the substance of the allegations;
  - (2) be given a reasonable opportunity to put their case (either orally or in writing) to the Company; and
  - (3) be informed of the findings in respect of the Disclosure.

## 12. Access to Policy, training and awareness

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### 12.1 How Policy will be made available

- (a) The Company will make this Policy available to Personnel by:
- (1) publishing the Policy on the Company intranet or other suitable communication platform;
  - (2) publishing the Policy on the Company's website;
  - (3) publishing the Policy on staff noticeboards (if applicable);
  - (4) setting out the Policy in the employee handbook;
  - (5) providing the Policy or directing them to where it is available to new employees on commencement of their employment with the Company; and
  - (6) providing any updates to the Policy to all employees.

### 12.2 Training and awareness

The Company will make management available, as requested or required, for the provision of relevant training:

- (a) to Personnel, to ensure they understand the requirements of this Policy and their rights and obligations in connection with this Policy; and
- (b) to Officers, Senior Managers and other Eligible Recipients of the Company, to ensure they understand how to properly respond to Disclosures received under this Policy.

## 13. Policy management

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### 13.1 Policy review

- (a) The Board has ultimate responsibility for the protection of Disclosers.
- (b) The Board is the governing body to which all Disclosures and investigations are provided, and where the ultimate decision-making power in respect of the reports and investigations resides.
- (c) Approval of this Policy is vested with the Board.
- (d) Reviews of this Policy are the responsibility of the Board to ensure the Policy remains consistent with the Corporations Act and all other relevant legislative and regulatory requirements, as well as the changing nature of the Company.

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## Schedule 1 - Contact details for Eligible Recipients

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Contact details for Eligible Recipients within the Company.

[INTERNAL USE ONLY]

Eligible Recipient	Contact details
CEO	
Company Secretary	
A Director or the Board of Directors	

Contact details for external whistleblowing service (if any).

Method	Contact details
Online	Currently N/A
Call	Currently N/A
Email	Currently N/A
Mail	Currently N/A
FAQ's	Currently N/A

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## Schedule 2 - Processes and procedures for protecting whistleblowers

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### 1. Identity protection (confidentiality)

1.1 The Company will adopt the following measures to reduce the risk that the Discloser will be identified from the information contained in a Disclosure:

- (a) All personal information or reference to the Discloser witnessing an event will be redacted.
- (b) The Discloser will be referred to in a gender-neutral context.
- (c) Where possible, the Discloser will be contacted to help identify certain aspects of their Disclosure that could inadvertently identify them.
- (d) Disclosures will be handled and investigated by qualified staff.

1.2 The Company will adopt the following secure record-keeping and information-sharing processes in relation to Disclosures:

- (e) All paper and electronic documents and other materials relating to Disclosures will be stored securely.
- (f) Access to all information relating to a Disclosure will be limited to those directly involved in managing and investigating the Disclosure.
- (g) Only a restricted number of people who are directly involved in handling and investigating a Disclosure will be made aware of a Discloser's identity (subject to the Discloser's consent) or information that is likely to lead to the identification of the Discloser.
- (h) Communications and documents relating to the investigation of a Disclosure will not sent to an email address or to a printer that can be accessed by other staff.
- (i) Each person who is involved in handling and investigating a Disclosure will be reminded about the confidentiality requirements, including that an unauthorised disclosure of a Discloser's identity may be a criminal offence.

1.3 Despite the Company taking appropriate steps, in practice, people may be able to guess the Discloser's identity if:

- (a) the Discloser informs other people that they have made or are considering making a Disclosure;
- (b) the Discloser is one of a very small number of people with access to the information the subject of the Disclosure; or
- (c) the Disclosure relates to information that a Discloser has previously been told privately and in confidence.

### 2. Protection from Detriment

- (a) The Company regularly reviews the internal processes it has in place intended to protect Disclosers from Detriment.
- (b) The Company will conduct an assessment of the risk of Detriment against a Discloser and subject to that assessment, will take appropriate action as set out below.



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- (c) In conducting an assessment of the risk, the Company will review and consult with the Discloser about possible actions to protect the Discloser from risk of Detriment - for example, the Company may allow the Discloser to perform their duties from another location, reassign the Discloser to another role at the same level, make other modifications to the Discloser's workplace or the way they perform their work duties, or reassign or relocate other staff involved in the Disclosable Matter.
- (d) The Company will, subject to the terms of this Policy, notify the appropriate Personnel in management who need to be aware of the Disclosure refreshing them about their responsibilities under the law, including to:
  - (1) maintain the confidentiality of a Discloser;
  - (2) address the risks of isolation or harassment;
  - (3) manage conflicts; and
  - (4) ensure fairness when managing the performance of, or taking other management action relating to, a Discloser.
- (e) Where appropriate, the Company will also discuss with a Discloser the professional support services available to the Discloser (as applicable) that relate to the Discloser's involvement in the Disclosable Matter the subject of their Disclosure.
- (f) Where the Discloser is an employee, the Company will also draw the Discloser's attention to other policies it has in place which relate to employee support services.
- (g) A Discloser who believes they have suffered Detriment, can lodge a complaint with the Company by contacting their immediate supervisor (if there isn't a conflict of interest), the CEO or any other Director of the Company.
- (h) The complaint may be investigated as a separate matter by Personnel who are not involved in dealing with Disclosures.
- (i) If the Company is satisfied that the complaint is substantiated, then the Company will take appropriate action.

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## Schedule 3 - Investigation process/key steps

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The way in which the Company will investigate a Disclosure will depend upon the circumstances.

### 1. Purpose

The purpose of an investigation will be to determine, as far as possible, the facts alleged in the Disclosure and all other relevant circumstances, to enable the Company to decide what action should be taken in response to the Disclosure. In each case the process will involve the collection of relevant data, including conducting witness interviews if required.

### 2. The conduct of the investigation?

The Company will decide who should conduct the investigation and may seek and act with the benefit of legal advice. Possibilities include:

- (a) the conduct of an internal investigation by an appropriate member or members of the Company's staff (see item 5 below for further information in this regard);
- (b) the appointment of an external investigator to conduct an investigation at arm's length from the Company;
- (c) the conduct of an investigation by solicitors appointed by the Company to advise the Company in relation to the Disclosure;

or a combination of these.

### 3. Types of investigation

Upon receipt of a Disclosure the Company will make an initial assessment about the type of investigation required, and may seek and act with the benefit of legal advice. The types of investigation may include:

- (a) A preliminary enquiry to determine whether there are specific factual allegations capable of response. A preliminary enquiry may lead to a more fulsome investigation, as below, or may provide enough information to make a factual determination;
- (b) An investigation 'on the papers' in which the appointed investigator will make findings after an examination of documentary evidence only, with no or limited interview of witnesses. An investigation on the papers may lead to a more comprehensive investigation, or may provide enough information to make a factual determination;
- (c) A full or formal investigation involving gathering evidence and interviews of (but not limited to); the Discloser, witnesses, persons named in the Disclosure, and any other relevant people.

### 4. Investigation outcomes

The usual outcome of an investigation will be the production, by the investigator, of a written investigation report, setting out the findings of the investigation.

The Company will use and rely upon the investigation report to make ongoing decisions about how to deal with the Disclosure that prompted the investigation and the matters raised by it.

The extent to which, if at all, and to whom, the content of an investigation report will be publicised will vary according to the circumstances. Due to the sensitive nature of the matters with which this Policy is concerned some level of confidentiality will almost always apply. In

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some cases an investigation report will be legally protected from disclosure by legal professional privilege.

## 5. Internal investigation process

If the Company decides to undertake an internal investigation under item 2 above, it may (but is not required to) do so in the following manner:

- (a) Where a complaint has been made to an Eligible Recipient other than the CEO, that Eligible Recipient will refer it to the CEO unless there is a conflict of interest, in which case the complaint will be referred to another Director.
- (b) The CEO or relevant Director will, within three Business Days of receipt of the complaint, engage the Audit and Risk Committee. If the complaint is against any member of the Audit and Risk Committee they shall be excluded and if the complaint is against all members of the Audit and Risk Committee, the Board will initiate an investigation comprising of non-related management.
- (c) The Audit and Risk Committee will undertake a preliminary enquiry to determine whether there are specific factual allegations capable of response and/or the complaint is valid. If the Audit and Risk Committee decides that there are no specific factual allegations capable of response and/or the complaint is not valid, wherever possible and provided the complaint was not made anonymously, the CEO or Eligible Recipient will communicate the rationale for the decision to the Discloser. The Discloser can request the Audit and Risk Committee escalate the matter to the Board if the Discloser still believes there is a reason for further investigation.
- (d) If the Audit and Risk Committee determines that there are specific factual allegations capable of response and/or the complaint is valid, the Committee will report it to the Board and the Audit and Risk Committee will be provided adequate resources to investigate the allegations or complaint. Without restricting the actions which may be taken by the Audit and Risk Committee, such an investigation may be of any of the types identified in item 3 above.
- (e) The Audit and Risk Committee may engage an external third party to conduct the investigation.
- (f) The Audit and Risk Committee will take all reasonable efforts to ensure that the investigation process is completed within three calendar weeks from the day of the receipt of complaint. If not, it shall justify the need for extension to the Board. The investigation will produce the outcomes identified in item 4 above.
- (g) The Audit and Risk Committee will make a decision based on the findings.
- (h) The Audit and Risk Committee will file a report of its investigation, findings and its decision to the Board along with any supporting evidence, and keep the Board informed of the progress and outcome of any corrective action.

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## Schedule 4 - Protections under the Taxation Administration Act

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1. The Taxation Administration Act gives special protection to Eligible Whistleblowers (defined below) and imposes obligations on Eligible Recipients (defined below) who receive tax related disclosures about a breach of any Australian tax law by the Company or misconduct in relation to the Company's tax affairs (**Tax Disclosure**) if the following conditions are satisfied:
- (a) the Eligible Whistleblower is or has been:
    - (1) an officer (within the meaning of the Corporations Act or employee of the Company (within the meaning of the *Income Tax Assessment Act 1997* (Cth));
    - (2) an individual who supplies goods or services to the Company or an employee of a person who supplies goods or services to the Company (whether paid or unpaid);
    - (3) an individual who is an associate of the Company (within the meaning of section 318 of the *Income Tax Assessment Act 1936* (Cth));
    - (4) a current or former spouse, child, dependent or dependent of the current or former spouse of any individual referred to at sub-paragraphs 1(a)(1) to 1(a)(3) above; and
  - (b) the Tax Disclosure is made to:
    - (1) an Eligible Recipient (as defined in section 14ZZV of the Taxation Administration Act) and includes:
      - (A) if the Company is a body corporate, a director, secretary or senior manager or any other employee or officer who has functions or duties relating to the tax affairs of the body corporate.
      - (B) an auditor, or a member of an audit team conducting an audit of the Company (within the meaning of the *Income Tax Assessment Act 1997* (Cth));
      - (C) a registered tax agent or BAS agent (within the meaning of the *Tax Agent Services Act 2009* (Cth)) who provides tax or BAS services to the Company;
      - (D) a person or body authorised by the Company to receive a Tax Disclosure that may qualify for protection under part IVD of the Taxation Administration Act;
    - (2) the Commissioner of Taxation; or
    - (3) a legal practitioner for the purpose of obtaining legal advice or legal representation in relation to the operation of the whistleblower provisions in the Taxation Administration Act; and
  - (c) if the report is made to an Eligible Recipient, the Eligible Whistleblower:
    - (1) has reasonable grounds to suspect that the information indicates misconduct, or an improper state of affairs or circumstances, in relation to the tax affairs of the Company or an associate of the Company; and
    - (2) considers that the information may assist the Eligible Recipient to perform functions or duties in relation to the tax affairs of the Company or an associate

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(within the meaning of section 318 of the *Income Tax Assessment Act 1936* (Cth)) of the Company; and

- (d) if the Tax Disclosure is made to the Commissioner of Taxation, the Eligible Whistleblower considers that the information may assist the Commissioner to perform his or her functions under a taxation law in relation to the Company or an associate of the Company.
2. The Company's external auditor as at the date of this Policy is BDO Audit Pty Ltd.
3. The Company's tax agent as at the date of this Policy is BDO Services Pty Ltd.
4. The protections given by the Taxation Administration Act when these conditions are met are:
- (a) the Eligible Whistleblower is not subject to any civil, criminal or administrative liability (including disciplinary action) for making the Tax Disclosure;
  - (b) no contractual or other remedies may be enforced, and no contractual or other right may be exercised, against the Eligible Whistleblower on the basis of the Tax Disclosure;
  - (c) where the Tax Disclosure was made to the Commissioner of Taxation, the Tax Disclosure is not admissible against the Eligible Whistleblower in criminal proceedings or in proceedings for the imposition of a penalty, other than proceedings in respect of the falsity of the information;
  - (d) anyone who causes or threatens to cause detriment to an Eligible Whistleblower or another person in the belief or suspicion that a Tax Disclosure has been made, or may have been made, proposes to or could be made, may be guilty of an offence and liable to pay damages;
  - (e) an Eligible Whistleblower's identity cannot be disclosed to a Court or tribunal except where considered necessary;
  - (f) the person receiving the report commits an offence if they disclose the substance of the report or the Eligible Whistleblower's identity, without the Eligible Whistleblower's consent, to anyone except the Commissioner of Taxation, the Australian Federal Police, a prescribed authority or a legal practitioner for the purpose of obtaining legal advice or representation in relation to the Tax Disclosure; and
  - (g) unless the Eligible Whistleblower has acted unreasonably or vexatiously, an Eligible Whistleblower cannot be ordered to pay costs in any legal proceedings in relation to a disclosure.
5. Confidentiality
- If a Tax Disclosure is made, the identity of the Eligible Whistleblower will be kept confidential unless one of the following exceptions applies:
- (a) the Eligible Whistleblower consents to their identity being disclosed;
  - (b) details that reveal the Eligible Whistleblower's identity is reasonably necessary for the effective investigation of the allegations;
  - (c) the Tax Disclosure is reported to the Commissioner of Taxation or the Australian Federal Police; or

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- (d) the concern is raised with a legal practitioner for the purpose obtaining legal advice or representation in relation to the operation of the whistleblower provisions under the Taxation Administration Act.

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