

Schedule 12 – Shareholder Communications Policy

1. Overview

- (a) The Company recognises the value of providing current and relevant information to its shareholders. This Shareholder Communications Policy sets out how the Company communicates relevant information to its shareholders.
 - (b) This policy is subject to the terms of the Company's Constitution (**Constitution**). This policy should be read in conjunction with other relevant policies and procedures of the Company including the Company's Social Media Policy.
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2. How information is communicated

- (a) The Managing Director or Chief Executive Officer (as applicable) have the primary responsibility for communicating with shareholders.
 - (b) Information is communicated to shareholders through:
 - (i) periodic disclosure through the annual report on the financial and operational performance of the Company;
 - (ii) notices of general meetings and explanatory material;
 - (iii) general meetings;
 - (iv) periodic newsletters or letters from the Chair;
 - (v) the Company's website; and
 - (vi) the Company's social media platforms.
 - (c) The Company encourages shareholders to receive company information electronically by registering their email address online with the Company's share registry.
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3. Electronic communication and website

- (a) The Company believes that communicating with shareholders by electronic means, particularly through its website, is an efficient way of distributing information in a timely and convenient manner.
- (b) The Company's website has a "Corporate Governance" section from where the Company's relevant corporate governance information can be accessed, including its corporate governance charters, policies and procedures.
- (c) The Company also makes available on its website the following information on a regular and up to-date basis:
 - (i) its annual directors' reports, financial statements and other corporate reports;
 - (ii) announcements released to ASX;
 - (iii) media releases section, that may contain sections on press releases, newsletters and media clippings; and
 - (iv) presentations section which contains power point presentations.
- (d) All website information will be regularly reviewed and updated to ensure that information is current, or appropriately dated and archived.

- (e) The Company endeavours to respond to any shareholder enquiries that may be made from time to time, and interacts with investors, analysts and the financial media on a regular, planned basis as well as ad hoc interactions.
 - (f) The Company appreciates a relationship of mutual respect with its shareholders and other stakeholders and will not respond to abusive or profane language or overly repetitive queries.
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4. Written communication and annual report

- (a) Shareholders have been given the opportunity to elect to receive a printed copy of the annual report on the financial and operational performance from the Company.
 - (b) In addition, the Company publishes its annual report on the Company's website and notifies all shareholders of the web address where they can access the annual report.
 - (c) The Company will also make available via ASX any new and substantive investor or analyst presentation prior to the presentation being given.
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5. General meetings

- (a) The Company recognises that general meetings are an important forum for two-way communication between the Company and its shareholders. The Company endeavours to actively engage with shareholders at its general meetings and encourages attendance and participation at its meetings.
 - (b) The meetings provide the Company with an opportunity to impart to shareholders a greater understanding of its business, governance, financial performance and prospects, as well as to discuss areas of concern or interest to the Board and management.
 - (c) In accordance with section 250S of the *Corporations Act 2001* (Cth), at the Company's annual general meetings (**AGM**) the Chair of the meeting will allow a reasonable opportunity for members to ask questions about or make comments on the management of the Company. Shareholders who are not able to attend the meeting and exercise their right to ask questions about, or make comments on, the management of the Company will be given the opportunity to provide questions or comments ahead of the AGM. Accordingly, the meetings also provide shareholders with an opportunity to express their views to the Company's Board and management about any areas of concern or interest for them.
 - (d) The Company's auditor attends its annual general meeting and is available to answer any questions regarding the conduct of and any issues arising from the audit or the preparation and content of the auditor's report.
 - (e) The Company provides information in the notice of meeting sent to shareholders that is presented in a clear, concise and effective manner.
 - (f) The Company will ensure that all substantive resolutions at a meeting of shareholders are decided by a poll rather than by a show of hands.
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6. Review

This policy is reviewed regularly and at least annually.