

# AUB Group Limited Communications Policy

Effective 10 December 2020



## 1. Purpose

AUB Group Limited and its controlled entities (**AUB Group**) are committed to ensuring that there is an open and efficient communication channel between AUB Group and its shareholders.

In particular, the purpose of this Communications Policy (**Policy**) is to:

- (a) provide the shareholders with timely, balanced and comprehensible information regarding the activities of AUB Group; and
- (b) promote the active participation of shareholders in general meetings.

## 2. Scope

This Policy applies to AUB Group and should be read in the context of AUB Group's other policies and procedures as varied from time to time (as made available on AUB Group's website).

## 3. Confidentiality

Information that we consider private and that is not generally available outside of AUB Group (**Confidential Information**) and information that we own, develop, pay to have developed or to which we have an exclusive right (**Proprietary Information**) must be treated as follows:

- (a) we must ensure that Confidential Information or Proprietary Information is not disclosed to any third party or team member who does not have a valid business reason for receiving that information; and
- (b) if Confidential Information or Proprietary Information is required to be provided to a third party or team member for a valid business purpose, we must:
  - (i) take adequate precautions to ensure that information is only used for the purpose for which it is provided and is not detrimentally misused or disseminated; and
  - (ii) ensure that the information is returned or destroyed when the purpose is complete.

Such precautions may include obtaining a confidentiality agreement or other undertaking. Advice about these measures can be obtained from the Group Legal Counsel.

However, any information concerning AUB Group which is not generally available and which a reasonable person would expect to have a material effect on the price or value of our shares will be disclosed in order



for AUB Group to comply with its continuous disclosure obligations referred to in the Continuous Disclosure Policy and in the following section of this Policy.

## 4. Shareholder Communication

### 4.1 Investor Relations Program

AUB Group will implement a range of investor relations strategies to facilitate effective two-way communication with investors, shareholders and analysts.

AUB Group's investor relations program will focus both on:

- (a) professional investors (and financial market participants who service them); and
- (b) engaging with retail investors (and the organisations that represent them),

to understand the matters of concern or interest to those investors.

AUB Group also recognises the importance of engagement with a broad range of stakeholders beyond financial market participants, such as proxy advisers, governance advisers, government and industry groups.

Where significant comments or concerns are raised by investors or their representatives, they will be conveyed to AUB Group's board and relevant senior executives.

### 4.2 Periodic Reports to Shareholders

AUB Group produces half yearly and yearly financial reports and an annual report in accordance with the Corporations Act 2001 (Cth) (Corporations Act), the ASX Listing Rules and applicable accounting standards. It seeks to give balanced and understandable information about AUB Group and its proposals in its reports to shareholders.

### 4.3 AUB Group's Website

AUB Group's website contains information about AUB Group and its governance framework including shareholder communications, announcements made to the market and related information. Information about AUB Group is freely and readily available online on AUB Group website and is kept available for a reasonable period. Investor information will be posted in a separate section on the website from other material about AUB Group. This part of the website will include information relating to the following of AUB Group<sup>1</sup>:

- (a) corporate governance, including;

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<sup>1</sup> as recommended in Recommendation 6.1 of the *ASX Corporate Governance Principles and Recommendations (4<sup>th</sup> Edition)*, February 2019.



- (i) the names, photographs and brief biographical information of each of its directors and senior executives;
  - (ii) its constitution and board charter and the charters of each of its board committees;
  - (iii) a statement of AUB Group's values; and
  - (iv) the corporate governance policies and other corporate governance materials referred to in these recommendations.
- (b) communications;
  - (c) corporate information;
  - (d) AUB Group's share registry contact details;
  - (e) copies of its annual directors' reports, financial statements and other corporate reports;
  - (f) copies of its announcements to ASX;
  - (g) copies of notices of meetings of security holders and any accompanying documents;
  - (h) copies of any documents tabled or otherwise made available at meetings of security holders and, if it keeps them, a recording or transcript of the meetings; and
  - (i) copies of any materials distributed at investor or analyst presentations and, if it keeps them, a recording or transcript of the presentations.

The website also provides information for shareholders to direct inquiries to AUB Group.

Other helpful investor information may also be made available on the AUB Group website, including:

- (a) an overview of AUB Group's current business;
- (b) a description of how AUB Group is structured;
- (c) a summary of AUB Group's history;
- (d) a key events calendar showing the expected dates in the forthcoming year for:
  - (i) results presentations and other significant events for investors and analysts;
  - (ii) the annual general meeting;
  - (iii) book closing dates for determining entitlements to dividends or distributions; and



- (iv) ex-dividend and payment dates for dividends or distributions;
- (e) once they are known, the time, venue and other relevant details for results presentations and the annual general meeting;
- (f) if AUB Group has different classes of securities on issue, a brief description of those different classes and the rights attaching to them;
- (g) historical information about the market prices of AUB Group's securities;
- (h) a description of AUB Group's dividend or distribution policy;
- (i) information about AUB Group's dividend or distribution history;
- (j) copies of media releases AUB Group makes;
- (k) contact details for enquiries from security holders, analysts or the media;
- (l) contact details for its securities registry; and
- (m) links to download key security holder forms, such as transfer and transmission forms, dividend or distribution reinvestment plan forms etc.

#### 4.4 General Meetings

General meetings are used to communicate with shareholders and allow an opportunity for informed shareholder participation. At the meeting shareholders can express their views to the Board and management and to vote on the Board's proposals. All shareholders are encouraged to attend or, if unable to attend, to ask questions ahead of the meeting and vote on the motions proposed by appointing a proxy or using any other means included in the notice of meeting. AUB Group conducts its general meetings in accordance with AUB Group's constitution, the Corporations Act and the ASX Listing Rules.

AUB Group will ensure that all substantive resolutions at a meeting of shareholders are decided by a poll rather than by a show of hands. Where practicable, AUB Group will consider the use of technological solutions for encouraging shareholder participation at meetings (which may include, for example, live webcasting of meetings, holding meetings across multiple venues linked by live telecommunications and hybrid meetings).

#### 4.5 Notices of Meetings

AUB Group seeks to ensure that the form, content and delivery of notices of general meetings comply with AUB Group's constitution, the Corporations Act and ASX Listing Rules. Notices of meeting and accompanying explanatory notes aim to clearly, concisely and accurately set out the nature of the business to be considered at the meeting. AUB Group will place notices of general meetings and accompanying explanatory material on AUB Group's website.



#### 4.6 Auditor to Attend AGM

The external auditor will attend the annual general meeting and be available to answer questions about the conduct of the audit and the preparation and content of the auditor's report.

#### 4.7 Use of Electronic Communication and Other Technology

Shareholders may communicate electronically with AUB Group's share registry as provided for on the designated website.

AUB Group will communicate by post with its shareholders who have not elected to receive communication electronically.

AUB Group may consider the use of other technologies to communicate with shareholders.

### 5. Market Communication

#### 5.1 Communication of Information

AUB Group will post on its website relevant announcements made to the market by AUB Group and related information (which may include slides and presentations used in analyst, investor, shareholder or media briefings) after they have been given to the ASX and following confirmation of release to the market by the ASX.

Market sensitive information, being information which a reasonable person would expect to have a material effect on the price or value of AUB Group's securities (Market Sensitive Information), will be posted on the AUB website as soon as reasonably practicable after its release to the ASX following receipt of confirmation from the ASX.

Information may also be provided from time to time to the media on behalf of AUB Group but not before disclosure to the ASX, even on an embargo basis.

#### 5.2 Briefings

AUB Group may conduct briefings for analysts and institutional investors from time to time to discuss matters concerning AUB Group. This includes meetings with shareholder advisory groups in conjunction with the Annual General Meeting.

Briefings will be undertaken by the process and by the Directors and employees as outlined in the Continuous Disclosure Policy.



### 5.3 Media Relations and Public Statements

Media relations and communications must be conducted by the CEO, CFO or the Chair or a person authorised by them, and only to the extent of that authorisation.

AUB Group's Continuous Disclosure Policy refers to, amongst other things, its approach to communication with media. AUB Group's Continuous Disclosure Policy is contained on its website.

## 6. Review

The Group Company Secretary and Group Legal Counsel will regularly review this Policy to ensure it remains appropriate to AUB Group and its ongoing effectiveness and consistency with AUB Group's objectives and responsibilities.

Any amendments to the Policy or membership are to be approved by the Board.

The Group Company Secretary is responsible for the up-keep, distribution and publication of this document.

## 7. Material Revisions

Version	Approval Date	Effective Date	Details
1.0	9 February 2017	9 February 2017	Policy approved by AUB Group Limited Board.
2.0	30 June 2020	1 July 2020	Policy approved by AUB Group Limited Board.
3.0	10 December 2020	10 December 2020	Policy approved by AUB Group Limited Board.