

## SECTION SEVEN: TIMELY & BALANCED CONTINUOUS DISCLOSURE

### 1 PREAMBLE

- 1.1** The Company is committed to the timely and balanced disclosure of all material matters concerning it.
- 1.2** This policy is designed to ensure that the Company complies with Australian Securities Exchange (**ASX**) listing rules such that:
- 1.2.1 all investors have equal and timely access to material information concerning the Company – including its financial position, performance, ownership and governance.
- 1.2.2 Company announcements are factual and are presented in a clear and balanced way; the company acknowledges that “balanced” requires disclosure of both positive and negative information.

### 2 POLICY

- 2.1** The Company must comply with continuous disclosure requirements arising from legislation and the Listing Rules of ASX.
- 2.2** The general rule, in accordance with ASX Listing Rule 3.1, is that once the Company becomes aware of any information concerning it that a reasonable person would expect to have a material effect on the price of value of the Company’s securities, the Company must immediately disclose that information to the ASX.
- 2.3** The Company has irrelevant written procedures in place for compliance with this policy.
- 2.4** The focus of these procedures is on continuous disclosure compliance and improving access to information for investors.
- 2.5** The Managing Director is responsible for;
- 2.5.1 the approval of all information disclosed to the ASX in accordance with Listing Rule 3.1, specifically that such information is
- (a) made in a timely manner;
  - (b) factual;
  - (c) does not omit material information; and
  - (d) is expressed in a clear and objective manner that allows investors to assess the impact of the information when making investment decisions.
- 2.5.2 all media comment and contact
- 2.5.3 all external communications such as analyst briefings and response to shareholder questions.

## CORPORATE GOVERNANCE POLICY

**2.6** The Company Secretary is responsible for:

- 2.6.1 overseeing and co-ordinating disclosure of information to the relevant stock exchanges and shareholders;
- 2.6.2 providing guidance to Directors and employees on disclosure requirements and procedures;
- 2.6.3 responding to any price queries from the ASX, ASIC or other regulatory body in accordance with Company procedures.

**2.7** Price sensitive information is publicly released through ASX before it is disclosed to shareholders and market participants. Distribution of other information to shareholders and market participants is also managed through disclosure to ASX.

**2.8** All information disclosed to the ASX is posted on the Company's website after the ASX confirms an announcement has been made, with the aim of making the information readily accessible to the widest audience.