

W | A | M *Active*



ACN 126 420 719

## Corporate Governance Charter

Last review by the Board: 26 April 2022

## Definitions

<b>Annual General Meeting</b>	an annual general meeting of the Company
<b>ASX</b>	ASX Limited (ACN 008 624 691)
<b>ASX Recommendations</b>	the ASX Corporate Governance Council "Corporate Governance Principles and Recommendations" (as amended from time to time)
<b>Audit and Risk Committee Charter</b>	the charter that governs the operation of the audit and risk committee set out in section 8 of this Charter
<b>Board</b>	board of Directors
<b>Board Charter</b>	charter of corporate governance in relation to the Board contained in section 2 of this Charter
<b>Chairperson</b>	chairperson of the Board
<b>Charter</b>	this Corporate Governance charter
<b>Code</b>	the Company's code of conduct as set out in section 5 of this Charter
<b>Company</b>	WAM Active Limited (ACN 126 420 719)
<b>Company Secretary</b>	secretary of the Company. For so long as the Company has 2 company secretaries, a reference to the Company Secretary in this Charter is to either Company Secretary unless stated otherwise
<b>Constitution</b>	constitution of the Company
<b>Continuous Disclosure Policy</b>	the Company's continuous disclosure policy as set out in section 4 of this Charter
<b>Corporations Act</b>	Corporations Act 2001 (Cth)
<b>Director</b>	director of the Company
<b>Diversity Policy</b>	the Company's diversity policy as set out in section 3 of this Charter
<b>Executive</b>	a person (whether or not a Director) involved in the strategic and operational management of the Company and including the Company Secretary, officers, employees or representatives of the Investment Manager and any service providers responsible for strategic or operational management
<b>Insider Trading Policy</b>	the Company's insider trading policy as set out in section 7 of this Charter
<b>Investment Manager</b>	MAM Pty Limited (ACN 100 276 542)
<b>Listing Rules</b>	the ASX Listing rules as amended from time to time
<b>Shareholder</b>	holder of shares in the Company
<b>Securities</b>	securities in the Company as defined in the Corporations Act and includes interests in shares, options or debentures in the Company or related body corporate, as well as interests in managed

investments schemes made available by the Company or related body corporate

**Security Trading Policy**

the Company's security trading policy as set out in section 6 of this Charter

**Website**

the Company's website maintained at [www.wilsonassetmanagement.com.au](http://www.wilsonassetmanagement.com.au)

# WAM Active Limited (ACN 126 420 719)

## I. Introduction

### 1.1. Introduction

Corporate governance is a set of systems, policies and procedures which define the way in which a company is governed. It establishes the objectives of a company ensuring that the administration and management of a company is undertaken in a manner which is consistent with the interests of the Company's Shareholders. Additionally, it establishes a system for monitoring and evaluating the achievement of those objectives.

The ASX Recommendations define corporate governance as "the framework of rules, relationships, systems and processes within and by which authority is exercised and controlled in corporations".

Corporate governance policies will vary from company to company as there is no single system of corporate governance that is applicable to all companies. A company must establish systems, processes and policies that help it achieve its objectives in light of the nature and size of that company.

As a result, the Company has adopted a number of policies to ensure that it has high-quality and transparent systems of corporate governance in place. These policies are incorporated in this Charter and are prepared in line with the ASX Recommendations that the Board recognises as best practice guidelines.

The Board will review this Charter annually to keep it up to date and consistent with the Board's objectives and responsibilities. This Charter was first adopted by the Board of Directors on 21 April 2017 and has been reviewed and updated by the Board of Directors in its meetings held annually, unless further required. The Charter was last reviewed and updated on 26 April 2022.

The Charter incorporates the following:

- (a) Board Charter – see section 2;
- (b) Diversity Policy – see section 3;
- (c) Continuous Disclosure Policy - see section 4;
- (d) Code of Conduct – see section 5;
- (e) Security Trading Policy – see section 6;
- (f) Insider Trading Policy – see section 7; and
- (g) Audit and Risk Committee Charter – see section 8.

### 1.2. Our Purpose

The Company operates as a listed investment company. The Company has a Board of Directors and contracts with key service providers, including the Investment Manager. The Company's purpose is to deliver stated investment objectives, while making a positive impact to Shareholders. The Company and the Investment Manager value Shareholder engagement and regularly and actively engage in public debate on behalf of all Shareholders.

The Company's investment objectives are to:

- (a) deliver investors a stream of fully franked dividends;
- (b) provide a positive return with low volatility; and
- (c) preserve the capital of the Company.

### **1.3. Our Values**

The Company is committed to achieving its purpose and investment objectives in a manner that is consistent with the principles of integrity, accountability, transparency and respect.

Key to our values are the following principles:

- (a) Integrity – we understand the importance of trust to the success of the Company. Every party that we engage with – our Shareholders, regulators and other external stakeholders rely on us communicating openly and being fair. We recognise the importance of complying with both the law and community norms in developing and retaining the deep relationships needed to achieve our objectives.
- (b) Accountability – we recognise that our Shareholders are the owners of WAM Active. Our responsibility is to manage the Company on their behalf and be available to report to them on a regular basis. We are committed to ensuring the Investment Manager effectively and frequently engages with our Shareholders with a view to providing the best Shareholder experience in our market.
- (c) Transparency – we believe that success in our industry requires more than just performance, it requires ongoing communication with our Shareholders and other external stakeholders and good corporate governance. It demands our Board and the Investment Manager being upfront and visible about the actions it takes and ensuring that those actions are consistent with its values. We encourage all Shareholders to meet with us and utilise our proactive approach to keeping them informed.

Each of these principles stem from respect. We must treat our Shareholders and external stakeholders with respect.

## 2. Board Charter

### 2.1. Introduction

Directors will be appointed and removed in accordance with the Corporations Act and the Constitution.

The conduct of the Board is governed primarily by the Company's Constitution. This Charter aims to set out the practices that the Company has established and to which the Board and each Director is committed. This Charter is simply an aid to the Board of Directors. In the course of undertaking its responsibilities, the Board at all times must act in a manner that is consistent with its duties and obligations as imposed by the Company's Constitution, the ASX Listing Rules and by the law. Should there be any inconsistency between this Charter and the Constitution, the Constitution shall prevail. The Board should also have regard to the purpose of the Company and its values and code of conduct.

### 2.2. Responsibilities of Board and Management

The Company has a Board of Directors and no full-time employees. The day-to-day management of the Company and investment of funds is carried out by MAM Pty Limited (the Investment Manager) pursuant to a services agreement and an investment management agreement respectively, subject at all times to any written guidelines issued by the Board of Directors of WAM Active. Consequently, there is a clear delineation of responsibilities between the Board and the Investment Manager.

The Board is responsible for approving capital management initiatives, the overall operation, strategic direction, leadership and integrity of the Company and in particular, is responsible for the Company's growth and profitability, subject to the terms of the agreements with the Investment Manager. In meeting its responsibilities, the Board shall undertake the following functions:

#### Strategic direction

- (a) Defining corporate purpose and setting its strategic objectives.
- (b) Approving the Company's values, which underpin WAM Active's culture.
- (c) Providing and implementing the Company's strategic direction.
- (d) Directing and monitoring the Company's performance against strategies and business plans.
- (e) Approving and monitoring capital management and major expenditure and investments and divestitures outside of the regular operations and activities of the Company.

#### Capital management

- (a) Managing the Company's capital by regularly reviewing the most efficient manner by which the Company deploys its capital.
- (b) Determining and arranging for the implementation of capital management initiatives such as dividends, share placements, share purchase plans, option issues and share buy-backs. The Board may implement these capital management initiatives from time to time when deemed appropriate.
- (c) Determining and ensuring that the Investment Manager implements capital management initiatives once they have been approved by the Board.

## **Risk management and reporting**

- (a) Reviewing and overseeing the enterprise risk management framework, including the risk appetite statement, risk register and risk metrics on a semi-annual basis; ensuring that the significant risks facing the Company are identified and assessed in terms of likelihood of the risk event occurring and the potential consequences should each risk event occur; that appropriate control, monitoring and reporting mechanisms are in place and that risk is appropriately managed with due regard to the risk appetite set by the Board.
- (b) Monitoring and appraising financial performance including the approval of annual and half year financial reports and liaising with the Company's auditors.
- (c) Liaising with the Investment Manager to identify and manage risk.
- (d) Satisfying itself that an appropriate framework exists for relevant information to be reported by the Investment Manager to the Board and whenever required, challenging the Investment Manager and holding it to account.
- (e) The Investment Manager will be responsible for preparing the declaration pursuant to section 295A of the Corporations Act as the Company does not have a chief executive officer (or equivalent) or a chief financial officer (or equivalent). Accordingly, the Board will seek to ensure that the Investment Manager puts in place sound systems of risk management and internal controls and ensure that the systems are operating effectively in all material respects in relation to financial reporting risks.
- (f) Receive reports regarding all material breaches of the Code and considering appropriate remedial action where required.

## **Management**

- (a) Monitoring and assessing the performance of the Investment Manager (and ensuring that the Investment Manager is monitoring the performance of other external service providers) and ensuring that its actions are consistent with corporate strategy.
- (b) Ensuring that appropriate and effective remuneration packages and policies are implemented by the Company.
- (c) Monitoring and reviewing business results, the Audit and Risk Committee, outsourced service providers and the Board itself.
- (d) Ensuring the Board is comprised of individuals who are best able to discharge the responsibilities of Directors having regard to the law and the best standards of governance.

## **Remuneration**

- (a) Ensuring appropriate remuneration policies and practices are in place for non-executive directors while having regard to the guidelines issued by the ASX in this regard as well as the Company's purpose, values, strategic objectives and risk appetite.
- (b) The allocation and amount of remuneration for non-executive directors will be reviewed periodically every twelve months and will reflect market rates.

## **Performance**

- (a) Formation and monitoring of corporate governance policies, codes of conduct and committees.
- (b) Undertaking an annual performance evaluation of the Board in light of this Charter.

- (c) Reviewing and overseeing internal compliance and legal regulatory compliance.

#### **Corporate governance**

- (a) Ensuring compliance with the Company's Constitution and with the continuous disclosure requirements of the ASX Listing Rules and the Corporations Act.
- (b) Communicating with, and protecting the rights and interests of, all Shareholders.

#### **2.3. Board composition**

The composition of the Board is determined as follows:

- (a) The Company's Board shall comprise of a minimum of three directors and a maximum of six directors, two of which will be Australian residents.
- (b) The Board must be comprised of members with expertise, experience and skill relevant to the business of the Company.
- (c) The Board will determine the number of independent directors it considers appropriate based on the size, nature and complexity of the business at any given time.
- (d) At least half of the Company's Board must be independent and non-executive directors. The criteria for independence are set out in section 2.6 of this policy.

#### **2.4. Company Secretary**

The Company Secretary is directly accountable to the Board, through the Chairperson, on all matters to do with the proper functioning of the Board.

#### **2.5. Diversity**

The Company is committed to building a diverse workplace including the composition of the Board and developing policies to promote diversity to the extent appropriate for the size, nature and complexity of the Company at any given time.

The Diversity Policy is provided in section 3 of this Charter.

#### **2.6. Independence**

The ASX Recommendations establish a number of factors that may be considered when assessing the independence of directors. The factors are whether a director:

- (a) is a substantial Shareholder of the Company or an officer of, or otherwise associated directly with, a substantial Shareholder of the Company;
- (b) is employed, or has previously been employed in an executive capacity by the Company or another Company member, and there has not been a period of at least three years between ceasing such employment and serving on the Board;
- (c) has within the last three years been a principal of a material professional advisor or a material consultant to the Company or another Company member, or an employee materially associated with the service provider;
- (d) is a material supplier or customer of the Company or other Company member, or an officer or otherwise associated directly or indirectly with a material supplier or customer;  
or
- (e) has a material contractual relationship with the Company or another Company member other than as a director.



These factors are only indicators of matters in which to assess the independence of a Director.

All Directors are to disclose to the Company, as soon as possible, any information that may affect their independence. A review of Directors' independence is undertaken by:

- (a) tabling of individual Director interests at each and every Board meeting; and
- (b) an annual formal assessment with the ASX Corporate Governance Council's Corporate Governance Principles and Recommendations.

## **2.7. Role of the Chairperson**

The Chairperson is responsible for:

- (a) leading the Board in its duties to the Company and ensuring that the Board's activities are efficiently organised and conducted;
- (b) oversight of the processes and procedures in place to evaluate the performance of the Board, its committees and individual directors; and
- (c) facilitating effective discussions at Board meetings.

## **2.8. Committees**

The Company recognises the importance of establishing audit, risk management, remuneration and nomination committees as good corporate governance in circumstances where appropriate for the size, nature and complexity of the Company.

However, considering the size of the Company, the functions that would be performed by a remuneration and nomination committee are best undertaken by the Board.

The Company has established an audit and risk committee. The operations of that committee are governed by the Audit and Risk Committee Charter (see section 8).

The Board will review its view on these committees in line with the ASX Recommendations and in light of any changes to the size or nature of the Company and if required may establish committees to assist it in carrying out its functions. At that time the Board will adopt a policy or charter for such committees in accordance with the ASX Recommendations and industry best practices.

## **2.9. Appointment and retirement**

### **Appointment**

The Board will consider the appointment of a Director as and when a vacancy arises in accordance with the following considerations:

- (a) the skills, expertise and experience of any proposed Director;
- (b) the relevance and appropriateness of these skills, expertise and experience when compared to those of the current Board;
- (c) the terms of appointment must be recorded in a letter of appointment taking into consideration the ASX Recommendations, and if appointed this will form the basis of the written agreement between the Company and the Director;
- (d) the results of any background check which the Board undertakes; and

- (e) the terms of appointment must be in accordance with the Constitution, Corporations Act and Listing Rules.

The Board will provide security holders with all material information in its possession relevant to a decision on whether or not to elect or re-elect a Director.

Prior to making any formal offer, a potential Director must be given sufficient information about the Company to allow the potential Director to conduct his / her personal due diligence. The information will extend to non-public information and care must be taken to ensure confidentiality.

### **Retirement**

Each year, 1/3 of all Directors (rounded down and based on who has been longest in office) are required to retire by rotation and may offer themselves for re-election by members at the Annual General Meeting. As further required by the Company's Constitution (and the Listing Rules), each Director is required to stand for re-election every 3 years.

Any Director appointed to fill a casual vacancy in any given year is permitted to stand for re-election at the next Annual General Meeting of the Company.

## **2.10. Induction and information**

### **Induction program**

The Company Secretary is responsible for arranging for the new Director to undertake an induction program to enable them to gain an understanding of:

- (a) the Company's investments;
- (b) the Company's financial, strategic, operational and risk management position;
- (c) their rights, duties and responsibilities; and
- (d) any other relevant information.

As part of this induction program, a new Director will meet with all incumbent Directors (if this has not already taken place).

The Directors will also periodically review whether there is a need for existing Directors to undertake professional development to maintain the skills and knowledge needed to perform their roles.

### **Ongoing information**

The Directors and Executives and any other key members of management must be conscious to ensure that updated information is provided to the Board in a timely fashion to enable them to effectively discharge their duties as Directors.

Directors are entitled to request and receive such additional information as they consider necessary to support informed decision-making. Any Director has the authority to seek any information he/she requires from any Executive of the Company.

Directors are entitled to receive appropriate professional development opportunities and maintain the skills and knowledge needed to perform their role as Director effectively. The Board

will consider what is appropriate in this regard and the costs of such professional development must be reasonable when considered against the Company's corporate strategy and business plan.

## **2.11. Advice, security trading and performance**

### **Independent advice**

In the performance of their duties as Directors, the Directors have a right to seek independent legal or other professional advice at the Company's expense.

### **Director security trading**

The Security Trading Policy imposes restrictions on the trading of the Company's securities by people, including Directors with undisclosed price sensitive information. All Directors and Executives must follow the Security Trading Policy.

### **Performance**

Due to the current size of the Company and its level of activity, the Board is responsible for the evaluation of its performance and the performance of individual Directors. This internal review is to be conducted on an annual basis and if deemed necessary this internal review will be facilitated by an independent third party. To determine whether it is functioning effectively, the Board shall:

- (a) review this policy annually; and
- (b) perform an evaluation of the Board's performance at intervals considered appropriate.

## **2.12. Ethical standards and security trading**

The Directors must perform their duties in line with the Company's objectives and with the utmost integrity. Furthermore, the Directors must comply with the Company's Code of Conduct, Security Trading Policy and Insider Trading Policy as set out in sections 5, 6 and 7 of this Charter.

All material breaches of the Code must be promptly reported to the Board.

## **2.13. Compliance with laws**

The Company must comply with the Corporations Act, the Listing Rules as well as all other applicable laws, statutes and policies. Examples of applicable areas of regulation include:

- (a) regulatory guides and practice notes issued from time-to-time by the Australian Securities & Investments Commission;
- (b) occupational health & safety legislation;
- (c) employment related legislation;
- (d) anti-discrimination legislation; and
- (e) taxation legislation.

## **2.14. Constitution**

The Constitution is a key governance document. The Board must ensure that it complies at all times with the provisions of the Constitution.

### 3. Diversity Policy

#### 3.1. Introduction

The Company recognises that a diverse workforce is a competitive advantage and that the Company's success is the result of the quality and skills of its people. This Diversity Policy is designed to support the Company's commitment to diversity. While the Company has no employees, the Company applies this Policy when considering Board Composition.

#### 3.2. Objectives

The Diversity Policy provides a framework for the Company to achieve the following objectives (**Objectives**):

- (a) a diverse and skilled workforce;
- (b) a workplace culture characterised by inclusive practices and behaviours for the benefit of all staff;
- (c) a work environment that values and utilises the contributions of employees with diverse backgrounds, experiences and perspectives through improved awareness of the benefits of workforce diversity and successful management of diversity;
- (d) awareness in all staff of their rights and responsibilities with regards to fairness, and
- (e) equity and respect for all aspects of diversity.

#### 3.3. Benefits of diversity

Diversity encompasses, among a range of matters, diversity in gender, age, disability, ethnicity, marital or family status, religious or cultural background, sexual orientation and gender identification. Embracing diversity contributes to the Company achieving its corporate objectives and enhances its reputation and enables the Company to:

- (a) recruit the right people from a diverse pool of talented candidates;
- (b) create an inclusive workplace culture that embraces diversity; and
- (c) better represent the diversity of all of the Company's stakeholders.

#### 3.4. Strategies

The Company's diversity strategies include:

- (a) taking steps to attract, retain and motivate well qualified Executives and Board members from a diverse pool of candidates for all positions;
- (b) reviewing succession plans to ensure an appropriate focus on diversity;
- (c) identifying specific factors to be taken into account in recruitment and selection processes to encourage diversity;
- (d) developing and implementing programs to develop a broader pool of skilled and experienced Executives and Board candidates, including workplace development programs,
- (e) taking action against inappropriate workplace behaviours including discrimination, harassment, vilification and victimisation;
- (f) developing and implementing mentoring programs and targeted training and development; and
- (g) any other strategies the Board develops from time to time.

## 4. Continuous Disclosure Policy

### 4.1. Introduction

The objective of the Continuous Disclosure Policy is to ensure that the Company complies with its continuous disclosure obligations under the Corporations Act and the Listing Rules. Additionally, this policy aims to:

- (a) ensure that information issued by the Company is issued to Shareholders and the market in a timely manner;
- (b) to promote investor confidence in the integrity of the Company and its securities; and
- (c) to generally promote investor protection and protection of the market.

### 4.2. Continuous disclosure

An ASX listed company is subject to the continuous disclosure requirements under the Corporations Act and the Listing Rules, in addition to the periodic and specific disclosure requirements in the Listing Rules.

The continuous disclosure obligation is contained in Listing Rule 3.1 and states that the continuous disclosure obligation will be breached by an issuer who intentionally, recklessly or negligently fails to notify ASX of information that:

- (a) is not generally available; and
- (b) a reasonable person would expect, if it were generally available, to have a material effect on the price or value of its securities.

Contravention of continuous disclosure obligations can extend to a person (director or executive) who is involved in a contravention of the continuous disclosure regime by a disclosing entity.

### 4.3. Disclosure exception

The continuous disclosure obligation is not applicable where:

- (a) a reasonable person would not expect the information to be disclosed;
- (b) the information is confidential and ASX has not formed the view that the information has ceased to be confidential; and
- (c) one or more of the following applies:
  - (i) it would be a breach of a law to disclose the information;
  - (ii) the information concerns an incomplete proposal or negotiation;
  - (iii) the information comprises matter of supposition or is insufficiently definite to warrant disclosure;
  - (iv) the information is generated for internal management purposes of the Company;  
or
  - (v) the information is a trade secret.

To rely on the exception, the above three requirements must be satisfied. Should one of the exceptions no longer be applicable then the Company can no longer rely on these exceptions and must disclose the information immediately to the market.

#### **4.4. Compliance**

The Company will ensure compliance with this continuous disclosure policy and will:

- (a) disclose price sensitive information to ASX as soon as it becomes aware of that information;
- (b) ensure that the information is not false, misleading or deceptive so as to avoid creating what would constitute a false market; and
- (c) ensure that the information is disclosed clearly (expressed objectively), accurately and is complete.

In doing so the Company will ensure compliance with Listing Rule 15.7 that requires an entity not to release information to any person until it has given the information to ASX and has received an acknowledgement from ASX that the information has been released to the market.

#### **4.5. Price sensitive information**

The Company will ensure that all price sensitive information is released to the market in accordance with the Listing Rules and in accordance with the announcements procedure in section 4.9 of this policy.

Price sensitive information is information that:

- (a) a reasonable person is to expect to have “*a material effect on the value or price*” of securities; and
- (b) if the information were publicly available “*would, or would be likely to, influence persons who commonly invest in securities in deciding whether to acquire or dispose of those securities*”.

Price sensitive information includes information relating to a takeover bid or a merger, proposed acquisition or disposal of a material asset, material variations in earnings or profits from previously published forecasts, a material change to the business plan, loss of a material contract and major litigation.

#### **4.6. Loss of confidentiality**

Where confidentiality is lost as a result of a specific rumour or media comment then the Company will respond to media speculations to the extent that such responses are required to correct or prevent a false market. In determining whether confidentiality is lost the Company will look at previous announcements it has made and will consider any likely reaction of the market or particular investors to such speculation.

#### **4.7. Administering corporate governance compliance**

This policy will be administered by the Board and key personnel as follows:

- (a) the Board will be involved in reviewing significant ASX announcements and ensuring and monitoring compliance with this policy;
- (b) the Company Secretary will be responsible for the overall administration of this policy and all communications with ASX; and

- (c) other Executives and the Investment Manager will report any material price sensitive information to the Company Secretary and they will observe the Company's "*no comments*" policy as set out in section 4.10 below.

#### **4.8. Company Secretary**

The Company Secretary is responsible for the overall administration of this policy particularly:

- (a) ensuring that the Company is compliant with its disclosure obligations;
- (b) communicating with ASX;
- (c) reviewing proposed announcements and consulting with the Board and other advisors as necessary;
- (d) implementing reporting processes for materiality of information;
- (e) reporting on continuous disclosure issues regularly to the Board;
- (f) keeping a record of ASX announcements;
- (g) monitoring and reporting to the Board on the effectiveness of this Continuous Disclosure Policy in light of the ASX Recommendations; and
- (h) regularly reviewing the Continuous Disclosure Policy in light of legislative changes or other developments.

#### **4.9. Announcements procedure**

The Company's announcements to ASX will be managed in accordance with the following procedure:

- (a) as soon as a Director or Executive becomes aware of any price sensitive information the Board or the Company Secretary is to be notified;
- (b) the Company Secretary will review and assess that information and determine whether it needs to be disclosed or whether it needs to be further discussed with the Board;
- (c) if an announcement of price sensitive information is required the Company Secretary will prepare a draft announcement;
- (d) the Company Secretary will provide the draft announcement to the Board for approval;
- (e) following the approval of an announcement of price sensitive information by the Board, the Company Secretary will then lodge the announcement with the ASX electronically; and
- (f) after receiving acknowledgement from the ASX that the announcement has been released the Company Secretary will ensure the announcement is accessible from the Website. This will be done within 24 hours of receiving that acknowledgement.

#### **4.10. No comments policy**

The Company has adopted a "*no comments*" policy in relation to any market speculation or rumours and this policy must be observed by all Executives at all times. In light of this, the Company may issue an announcement in response to a market speculation or rumour where it is necessary to do so to eliminate the possibility of a false market or contravention of the Listing Rules.

Where an Executive is approached by the media or any analysts or other external parties with respect to providing any information about the Company, the general policy to be observed is a “no comments” policy and that person will notify the Company Secretary as soon as possible.

As part of the Company’s management of investor relations it may conduct briefings with analysts or investors from time to time. However, the Company’s policy for conducting these briefings will be to ensure that no material price sensitive information is announced prior to it being announced to the market. No briefing will be held during the pre-results periods.

See the Insider Trading Policy in section 7 for further details.

#### **4.11. Responding to analyst reports and forecasts**

If a draft report has been sent to the Company for comments the report should be forwarded directly to the Company Secretary. The Company will not endorse any reports and will restrict any comments to factual matters and matters which have been previously disclosed to the ASX. See the Insider Trading Policy in section 7 for further details.

#### **4.12. Trading halts**

The Company in certain circumstances may need to request a trading halt from the ASX. The Chairperson in consultation with the Board will make decisions in relation to trading halts and the only personnel authorised to request a trading halt on behalf of the Company will be the Chairperson and the Company Secretary.

#### **4.13. Advisors**

To ensure compliance with its listing obligations, the Company may from time to time require advisors to advise on its adherence to this policy. The Company may ask such advisors to sign a confidentiality agreement before disclosing any information to them.

#### **4.14. Contravention of policy**

Non-compliance with the continuous disclosure obligations may constitute a breach of the Corporations Act and the Listing Rules. This may result in fines for the Company, personal liabilities for Directors and other officers and damage to the Company’s reputation. The Company takes continuous disclosure very seriously and will not tolerate any deviation from this policy by any person and will take disciplinary action where a contravention arises. Disciplinary action may include dismissal.

#### **4.15. Shareholder communications**

The Board aims to keep Shareholders informed of all major developments affecting the Company's activities and its state of affairs through announcements to the ASX, releases to the media and dispatch of financial reports. All such announcements are also placed on the Company’s website at [www.wilsonassetmanagement.com.au](http://www.wilsonassetmanagement.com.au).

These include:

- (a) monthly net tangible asset backing announcements;
- (b) the half year report;
- (c) the annual report;



- (d) the notice of Annual General Meeting, explanatory memorandum and the Chairperson's address;
- (e) semi-annual Shareholder briefings by the Investment Manager across all major Australian cities;
- (f) semi-annual conference calls on our LICs;
- (g) occasional ASX announcements made to comply with the Company's continuous disclosure requirements; and
- (h) occasional correspondence sent to Shareholders on matters of significance to the Company.

The Board encourages full participation of Shareholders at the Annual General Meeting or any general meeting of the Company to ensure a high level of accountability and identification with the Company's strategy and goals. The Company's auditor attends the Annual General Meeting to answer questions from Shareholders relating to the audit.

The Company's annual report is the main vehicle for communicating with Shareholders on the activities and performance of the Company in the previous 12 months. The annual report is posted on the Company's website and is downloadable.

The Company also provides Shareholders with the option to receive communications from, and send communications to, the Company and its share registry electronically.

#### **4.16. Shareholder and investor queries**

Shareholders with questions about their shareholdings in the Company should contact the share registrar:

Boardroom Pty Limited  
Level 12, 255 George Street  
Sydney NSW 2000  
T: 1300 737 760  
F: +612 9279 0664  
W: [www.boardroomlimited.com.au](http://www.boardroomlimited.com.au)

For questions relating to the Company, its performance and other general investment queries, Shareholders should contact the Company on (02) 9247 6755 or email the Investment Manager on [info@wilsonassetmanagement.com.au](mailto:info@wilsonassetmanagement.com.au).

The Company aims to ensure Shareholder and investor queries are dealt with in a courteous, objective and expeditious manner. Any Shareholder complaints may be forwarded to [info@wilsonassetmanagement.com.au](mailto:info@wilsonassetmanagement.com.au) and will be dealt with in accordance with the Complaints Handling Policy.

#### **4.17. Ethical standards/business conduct**

The Company actively promotes a set of values designed to assist all personnel in their dealings with each other, competitors, customers and the community. The Company has adopted a Code of Conduct which is set out in section 5 of this Charter.

The Company has also adopted a Security Trading Policy, which is set out in section 6 of this Charter.

## 5. Code of Conduct

### 5.1. Introduction

The Company is committed to maintaining ethical standards in the conduct of its business activities. The Company's reputation as an ethical business organisation is important to its ongoing success and it expects all its Directors and Executives to be familiar and have a personal commitment to meeting these standards.

### 5.2. Purpose of the Code

The Board has adopted this Code of Conduct to define basic principles of business conduct. These have been developed having regard to the Company's values. This Code requires Directors and Executives to abide by the policies of the Company and to the law. The Code is a set of principles giving direction and reflecting the Company's approach to business conduct and is not a prescriptive list of rules for business behaviour.

### 5.3. Values

The Company is committed to seeking to achieve its purpose and investment objectives in a manner that is consistent with the principles of integrity, accountability, transparency and respect.

Section 1.3 sets out a summary of key implications of these principles. Each of these principles stem from respect. We must respect our Shareholders, the people we deal with, the law and ourselves.

### 5.4. Business ethics

#### **Openness, honesty, fairness and integrity**

Directors and Executives will conduct themselves with openness, honesty, fairness, integrity and in the best interest of the Company as a whole in business transactions and in dealings with others.

#### **Mutual respect**

Directors and Executives are expected to treat everyone else with whom they interact in their work with courtesy and respect.

#### **Ethical conduct**

Directors and Executives will act ethically in their approach to business decisions.

#### **Compliance with laws**

Directors and Executives are expected to comply with all laws that govern the Company's business and the policies that the Company adopts from time to time.

## **Diligence**

Directors and Executives will use care and diligence in fulfilling the functions of office and in exercising the powers attached to that office.

### **5.5. Business conduct**

Directors and Executives will observe appropriate principles of behaviour when conducting Company business and interacting with others, including:

#### **Compliance with laws and regulations and policies that the Company adopts from time to time**

Directors and Executives will act in compliance with all laws and policies that apply to the Company's business. Directors and Executives should discuss with the Chairperson and if necessary obtain the consent of the Company Secretary or Chairperson to seek advice from one of the Company's legal advisors if they are unclear about any laws relating to their work.

Any breaches of the law or unethical behaviour which become known to Directors and Executives must be reported to the Chairperson or the Board as a whole. Any breaches reported will be properly investigated and appropriate action taken. Persons who report suspected breaches in good faith shall be protected from victimisation.

#### **Trading in securities**

Any trading of the Company's securities must be done in accordance with the Security Trading Policy set out in section 6.

#### **Privacy and intellectual property**

Each Director and Executive is responsible for protecting the Company's intellectual property rights. All intellectual property that is generated in relation to the Company is the property of the Company.

#### **Reporting**

The Company is committed to satisfying not only the strict legal requirements, but also industry best practice and investor and community expectations regarding the performance of the Company. Each Director and Executive is responsible for understanding market practice and continually assessing Shareholder engagement by the Investment Manager and the Company.

### **5.6. Personal and professional conduct**

#### **Financial integrity**

The Company has stringent financial accounting procedures that are overseen by the Board and the external auditor. The use of Company funds or assets for any unethical purpose is prohibited.

#### **Giving gifts**

The Company does not allow the making of payments or payments in kind (gifts, favours etc) to induce individuals to award business opportunities to the Company or to make a decision in the Company's favour. This activity is prohibited by the Criminal Code Act 1995.

The Company recognises that it is accepted business practice that entertainment and small gifts may be extended to third parties with whom the Company has a relationship. However, any such gifts must be made for a proper purpose.

### **Accepting gifts**

Directors and Executives should not accept personal gifts or extraordinary hospitality, accommodation or travel which may influence, or appear to influence, a business decision.

### **Business agreements and contracts**

The Company expects to compete fairly and ethically for all business opportunities. Directors and Executives involved in the negotiation of agreements and contracts must ensure that they act in accordance with the law.

All appropriate approvals must be obtained before contracts are executed. The Company is committed to meeting its contractual obligations.

### **Confidentiality**

Directors and Executives may not at any time, directly or indirectly, profit from confidential information obtained during the course of duties they perform on behalf of the Company.

Each Director and Executive must safeguard confidential information of the Company by not transferring, publishing, using or disclosing it other than when necessary in the ordinary course of business, or as specifically directed or authorised. All confidential or proprietary information that has been entrusted to the Company by a third party must be treated as if it was the Company's confidential information.

### **Public statements**

Public statements have the potential to breach the Company's obligations in respect to confidential information, security trading and continuous disclosure.

Directors and Executives should not make public statements unless authorised by the Chairperson or Company Secretary.

### **Safe and healthy work environment**

A safe and healthy work environment is the responsibility of every employee. This obligation includes following public health orders and restrictions, responsible behaviour with respect to the use of alcohol, drugs and tobacco when conducting Company business and at Company sponsored activities.

Smoking and the use of recreational or non-prescription drugs is not permitted on Company premises.

### **Gathering information on the Company's competitors**

Information should not be gained through unlawful or deceitful means.

## **Conflict of interest**

All Directors and Executives have an obligation to seek to avoid financial, business or other relationships which might be opposed to the interests of the Company or which may conflict with the performance of their duties.

Where a conflict arises, the Director or Executive should notify the Company Secretary in writing, who shall inform the Board of the conflict as soon as practicable. The notice should detail the nature and extent of the potential conflict. There is also a standing agenda item in the ARC and Board meeting for directors to disclose conflicts. Where a Director or Executive has any doubt about conflicts of interest, the Director or Executive should contact the Company Secretary.

A Director must give the other Directors notice if they have an interest in matters that relate to the Company's affairs that may give rise to a conflict. The disclosure must detail the nature and extent of the interest, be recorded in the minutes of the directors' meetings and referred to the Chairperson for determination.

## **Use of Company resources**

Directors and Executives must use all Company assets for proper purposes during their engagement with the Company.

No property of the Company may be sold, loaned, given away, otherwise disposed of, without proper authorisation.

## **E-mail and internet**

The Company's email and internet systems have been developed to assist with communication. These facilities may not be used for personal gain or in a manner which may breach the law or is inappropriate for a Director or Executive of the Company.

## **5.7. Respect for others**

### **The Company and its employees**

The Company actively supports the principle of equal employment opportunity and expects its Directors and Executives to practise and support this principle. The Company's policy is to ensure that it does not engage in discriminatory practices and to make employment and career decisions on the basis of individual ability, performance, experience, and Company requirements.

The Company regards personal, physical or sexual harassment as unacceptable. The Company expects and requires its Directors and Executives to comply with occupational health and safety laws and Company policies.

### **The Company's partners, customers and suppliers**

The Company's partners, customers and suppliers will be treated fairly and with professionalism and respect. The Company strives to be a good corporate citizen and to maintain open and frank business dealings and to develop mutually advantageous relationships.

### **5.8. Improper behaviour**

Directors and Executives are encouraged to contact the Company Secretary where the Director or Executive has a reason to suspect that any fraudulent or unethical behaviour has occurred.

### **5.9. More information**

A Director or Executive requiring further information regarding any aspect of the Code must contact the Company Secretary.

## 6. Security Trading Policy

### 6.1. Policy

The Board has established the following policy to apply to trading in the Company's securities on ASX. This policy applies to those persons defined below as "*Restricted Persons*" of the Company. Restricted Persons to whom this policy applies must restrict their buying and selling of Company's securities within the Company trading window established by the Security Trading Policy. Any breach of this policy will be regarded as serious and will be subject to appropriate sanctions.

In addition to the requirements of this Security Trading Policy, all Restricted Persons (as defined below) must also comply with the Insider Trading Policy in section 7 below.

### 6.2. Executive restrictions on trading

This Security Trading Policy and the restrictions on trading in the Company's securities set out below applies to the following representatives of the Company (**Restricted Persons**):

- (a) the Board;
- (b) directors and company secretary of any subsidiary of the Company;
- (c) any person who is entitled to receive equity performance rights and/or options as part of any equity incentive based scheme of the Company;
- (d) any Executives; and
- (e) the Company Secretary.

The Restricted Persons are to be subject to restrictions on trading in the Company's securities at certain times of the year. Restrictions also apply where any Restricted Person is exposed to inside information in the course of their duties in accordance with the Insider Trading Policy (see section 7 below).

### 6.3. Associated parties

Each Restricted Person has a personal responsibility to ensure that his or her "associated parties" (being immediate family (including a spouse (or equivalent) or dependent), family company or trust) complies with the same respective restrictions as applied to Restricted Persons.

### 6.4. Prohibition on restricted persons dealing in securities

Restricted Persons must not deal in the Company's securities during prohibited periods (closed periods) unless exceptional circumstances apply and written approval is given to a transaction in advance.

As the Company is a listed investment company, which will announce its Investment Updates and Net Tangible Assets (NTA) at least monthly on the ASX, the Board believes the Shareholders are generally fully informed.

#### Trading blackouts

In addition to the overriding prohibition on dealing when a person is in possession of inside information in accordance with the Insider Trading Policy, Restricted Persons and their associated parties are prohibited (unless otherwise agreed to by the Board) from dealing in

securities during each period of 5 business days before the announcement of a dividend or any other capital management initiative that might have a material impact on the share price.

The Company may from time to time designate further periods of time as a prohibited period under this Policy.

For the avoidance of doubt, it is emphasised that Restricted Persons may not deal whilst in the possession of “Inside Information” (see section 7).

#### **6.5. Board of Directors’ discretion**

The Board has an absolute discretion to place an embargo on Restricted Persons and/or their respective associated parties trading in the Company’s securities at any time.

#### **6.6. Notification rules in relation to dealing in securities**

Restricted Persons are required to notify the Company of intended dealings in the Company’s securities, by themselves or their associated parties, prior to such intended dealings. This should be done by written notice to the Company Secretary outlining the:

- (a) name of the Shareholder;
- (b) type of proposed transaction (purchase, sale, etc.); and
- (c) number of securities involved.

The Company Secretary will confer with the Chairperson in relation to any proposed dealing.

The Chairperson and the Company Secretary must keep a written record of any information received from a Restricted Person in connection with this policy and any clearance or refusal to grant clearance given under this policy.

#### **6.7. Directors to notify ASX of shareholding**

The Directors are required to complete, or request that the Company Secretary complete, necessary forms to be filed with ASX in respect of their shareholding in the Company for the purposes of section 205G of the Corporations Act and the Listing Rules.

In accordance with Listing Rule 3.19A, a Director of a Company must notify the ASX within 5 business days after any change in his or her relevant interest in the Company’s securities.

All Directors have, and new Directors will, enter into a Director disclosure agreement with the Company (as set out in Guidance Note 22 of the Listing Rules). The Company Secretary will maintain records of signed copies of these Directors disclosure agreements.

#### **6.8. Exceptional circumstances**

Where, in exceptional circumstances, and it is the only reasonable course of action available to a Restricted Person (e.g. a pressing financial commitment that cannot be satisfied otherwise) clearance may be given for the Restricted Person to sell (but not to purchase) securities in the Company when that person would otherwise be prohibited from doing so. In this section 6.8, “*exceptional circumstances*” means severe financial hardship, a court order (or court enforceable undertaking), or some other overriding legal or regulatory requirement, to transfer or sell securities in the Company, or other circumstances that may be deemed exceptional by the



Chairperson. For example, a Restricted Person may be in severe financial hardship if he or she has a pressing financial commitment that cannot otherwise be satisfied.

The Chairperson may not give clearance under the exception in section 6.8 if there is a matter about which there is inside information in relation to securities in the Company (whether or not the Restricted Person knows about the matter) when the Restricted Person requests clearance or proposes to deal in securities in the Company.

The Chairperson or another Director (where the Chairperson is involved) will decide if circumstances are exceptional.

Any clearance given by the Chairperson in accordance with section 6.8 must be in writing (which may be in the form of an email). The Chairperson must determine, and specify in the written clearance, the maximum duration of the clearance.

### **6.9. Trading not subject to this Security Trading Policy**

The following dealings are not subject to the provisions of this Security Trading Policy in respect of the Company:

- (a) undertakings or elections to take up entitlements under a rights issue or other offer (including an offer of securities in lieu of a cash dividend);
- (b) the take up of entitlements under a rights issue or other offer (including an offer of securities in lieu of a cash dividend);
- (c) allowing entitlements to lapse under a rights issue or other offer (including an offer of securities in lieu of a cash dividend);
- (d) the sale of sufficient entitlements to allow take up of the balance of the entitlements under a rights issue;
- (e) undertakings to accept, or the acceptance of, a takeover offer or pursuant to a scheme of arrangement implemented in accordance with section 411 of the Corporations Act;
- (f) transfer of securities arising out of the operation of an employee scheme into a savings scheme investing only in securities of the Company following:
  - (i) the exercise of an option under a savings related share option scheme; or
  - (ii) release of securities from a profit sharing scheme;
- (g) the cancellation or surrender of an option under an employee scheme;
- (h) the purchase of securities or the communication of information pursuant to a requirement imposed by law;
- (i) transfers of securities by an independent trustee of an employee share scheme to a beneficiary who is not a natural person;
- (j) transfers of securities in the Company already held into a superannuation fund or other saving scheme in which the Restricted Person is a beneficiary;
- (k) an investment in, or trading in units of, a fund or other scheme (other than a scheme only investing in the securities of the entity) where the assets of the fund or other scheme are invested at the discretion of a third party;
- (l) where a Restricted Person is a trustee, trading in the securities of the entity by that trust provided the Restricted Person is not a beneficiary of the trust and any decision to trade during a prohibited period is taken by the other trustees or by the investment managers independently of the restricted person;

- (m) trading under an offer or invitation made to all or most of the security holders of the Company, such as, a rights issue, a security purchase plan, a dividend or distribution reinvestment plan and an equal access buy-back, where the plan that determines the timing and structure of the offer has been approved by the Board. This includes decisions relating to whether or not to take up the entitlements and the sale of entitlements required to provide for the take up of the balance of entitlements under a renounceable pro rata issue; and
- (n) bona fide gifts of the Company's securities to a Director by a third party.

#### **6.10. Hedging**

A Restricted Person must not enter into hedging arrangements with respect to securities in the Company (including any shares, options and rights).

For the purpose of this section, hedging arrangements include entering into transactions in financial products that operate to limit the economic risk associated with holding securities in the Company.

#### **6.11. Margin loans**

A Restricted Person must not include his or her securities in the Company in a margin loan portfolio or otherwise deal in securities in the Company pursuant to a margin lending arrangement without first obtaining the Board's consent. Such dealing would include:

- (a) entering into a margin lending arrangement in respect of securities in the Company;
- (b) transferring securities in the Company into an existing margin loan account; and
- (c) selling securities in the Company to satisfy a call pursuant to a margin loan.

The Company may, at its discretion, make any clearance granted in accordance with this section 6.11 conditional upon such terms and conditions as the Company sees fit (for example, in regards to the circumstances in which the securities in the Company may be sold to satisfy a margin call).

## 7. Insider Trading Policy

### 7.1. Policy

The Board has established the following Insider Trading Policy to apply to trading in the Company's securities on ASX.

This Policy applies to all Directors and Executives. Directors and Executives must not deal in the Company's securities while in possession of price sensitive information.

In addition, the Security Trading Policy (see above) sets out additional restrictions which apply to Directors and Executives of the Company.

The law imposes a number of significant restrictions on Directors and Executives of the Company when they deal in their Company's securities. As fiduciaries, these persons must not utilise their position for their own gain or for the gain of any person other than the Company.

The Corporations Act imposes severe penalties (both criminal and civil) on persons who conduct insider trading activities. Any perception of improper conduct by Directors and Executives also has the potential to substantially damage the Company's reputation.

The Company has established this Insider Trading Policy in an effort to prevent the incidence of insider trading in the Company's securities. This Insider Trading Policy provides a general summary of the law in Australia in relation to insider trading, and as such operates in addition to the legal requirements. It is the personal responsibility of each Director and Executive to comply with this Insider Trading Policy.

### 7.2. Overview of the insider trading provisions in the Corporations Act

It is illegal for anybody to deal in any securities of a body corporate (including the Company), when in possession of information that the person knows, or ought reasonably to know:

- (a) is not generally available (including information that the Company has not disclosed to the market in accordance with the Continuous Disclosure Policy); and
- (b) might have a material effect on the price or value of those securities if it was generally available (**Inside Information**).

This prohibition extends to procuring, advising or encouraging another person (for example, a family member, a friend, a family company, trust or investment manager) to deal, and, in the case of securities of listed corporations, extends to communicating the inside information to another person, if the person knows, or ought reasonably to know, that the other person would, or would be likely to, deal in the securities in question or procure another person to do so. To communicate Inside Information to another person is also an offence which carries both civil and criminal penalties.

A Director or Executive in possession of Inside Information about the Company has a duty to keep that information confidential and must not in any way disclose or communicate that information to any person.

Examples of possible “inside information” include:

- (a) entry into or termination of a material contract;
- (b) an actual or proposed takeover or merger;
- (c) an actual or proposed change to the Company’s capital structure;
- (d) a change in dividend policy; and
- (e) a material claim against the Company or other unexpected liability.

Information will have a material effect when a reasonable person would expect the information to influence an investor’s investment decision to buy and sell securities. For further guidance with respect to materiality, please refer to our Continuous Disclosure Policy.

### **7.3. Dealing with security analysts, institutional investors and journalists**

A Director or Executive may deal with others outside the Company such as security analysts, institutional investors and journalists. It is important that all Directors and Executives be aware that selective disclosure of non-public information may result in a breach of the insider trading rules.

It is important to emphasise that it is the mere fact of conveyance of the material non-public information that gives rise to liability, not the manner in which it is conveyed.

It is possible to convey information in breach of this Insider Trading Policy and the Corporations Act by expressing subjective attitudes about the Company’s performance or by calling attention to selective information not available as an aggregate to the general public. It is essential to avoid the indirect conveyance of information by any means whatsoever.

If during the course of a discussion with any analyst, journalist or other outsider, material non-public information concerning the Company is disclosed, inadvertently or otherwise, the recipient of the information should be informed of its non-public nature and cautioned against its use unless and until the Company has made full public disclosure of the information. The Company Secretary should be notified of the situation immediately so that a decision can be made regarding disclosure of the information.

No public comments should be made regarding any previously undisclosed operating results or other developments unless authorised by the Company.

### **7.4. Consequences for non-compliance**

Any breaches of this Policy will be treated seriously and may give rise to disciplinary action. Any Director or Executive who becomes aware of a violation of this Policy should immediately report the violation to the Chairperson or, in their absence, the Company Secretary.

The prohibition on insider trading is absolute with civil penalties and/or criminal offences under the Corporations Act.

## 8. Audit and Risk Committee Charter

### 8.1. Purpose and role

This Charter governs the operations of the Company's Audit & Risk Committee (**Committee**).

The role of the Committee is to provide assistance to the Board in fulfilling its responsibilities in relation to the Company's financial reporting, internal control structure, risk management systems, and the external audit function.

### 8.2. Composition

The Committee shall be comprised as follows:

- (a) at least three Directors appointed by the Board from time to time, all of whom are non-executive Directors;
- (b) a majority of Committee members must be independent Directors. "Independence" shall be determined in accordance with section 2.6 of the Board Charter;
- (c) the Chairperson of the Committee shall be an independent Director, who is also not the Chairperson of the Board; and
- (d) all Committee members shall be financially literate. At least one member shall have accounting and/or related financial expertise as determined by the Board.

### 8.3. Meetings

Meetings of the Committee will be conducted as follows:

- (a) the Committee shall meet as frequently as required, but not less than two times per year;
- (b) a quorum for Committee meetings shall be any two Committee members; and
- (c) any Director who is not a Committee member may attend (but not vote at) a meeting of the Committee for discussion on particular areas of interest to that Director. The Committee may also invite other individuals to attend meetings of the Committee, as they consider appropriate.

### 8.4. Duties and responsibilities

The duties and responsibilities of the Committee shall include:

- (a) to oversee the appointment of external audit engagements and to make recommendations to the Board on the appointment, reappointment or replacement and, if relevant, remuneration of the external auditor;
- (b) to monitor the scope, adequacy and the independence of the external auditor;
- (c) to review the scope, processes and results of the external audit and the response to and resolution of external audit findings;
- (d) to review and monitor the effectiveness and appropriateness of the accounting and internal control systems and reporting of the Company;
- (e) to oversee and review and recommend for adoption by the Board the financial statements including half year and full year financial statements and Appendices 4D, 4E and 4G prior to filing with the ASX;
- (f) to oversee all financial, statutory and professional accounting reporting requirements;

- (g) to review the adequacy and effectiveness of the Company's risk management framework by gaining assurance, at least annually, that major risks have been identified and are appropriately managed and that the Company is operating with due regard to the risk appetite set by the Board; and
- (h) to review its performance and the Audit and Risk Committee Charter annually to ensure it is operating effectively.

#### **8.5. Powers of the Committee**

The Committee is authorised to take any action it considers necessary in order to discharge its role, including:

- (a) to investigate any matter brought to its attention with full access to all books and records of the Company;
- (b) to seek any reasonable information and responses it requires from any officer, employee, or representative of the Investment Manager; and
- (c) to engage independent counsel and other professional advisers as it determines necessary to carry out its duties or delegate any of its duties and responsibilities.

The members of the Committee are entitled at all times to have free and unfettered access to senior management, the approved auditor as applicable and vice versa.

#### **8.6. Minutes**

- (a) Minutes for each meeting will be drafted by the Company Secretary and circulated to all Committee members for review following the meeting. Minutes will be formally adopted for signature by the Chairperson once Committee members have reviewed and provided feedback. Minutes for each meeting will be entered into the minute book within one month after the relevant meeting in accordance with section 251A of the Corporations Act.
- (b) Minutes of Committee meetings shall be included in the papers for the next full Board meeting after each Committee meeting.

#### **8.7. Reporting**

The Chairperson of the Committee will report to the Board verbally or in a written report on all matters relevant to the Committee's role and responsibilities including highlighting the major issues considered by the Committee and areas of concern to be brought to the Board's attention.