



**Hearts and Minds Investments Limited  
(ACN 628 753 220)**

**Corporate Governance Charter**

## DEFINITIONS

<b>Annual General Meeting</b>	means an annual general meeting of the Company.
<b>ASX</b>	means ASX Limited (ACN 008 624 691).
<b>ASX Recommendations</b>	means the ASX Corporate Governance Council "Corporate Governance Principles and Recommendations" (as amended from time to time).
<b>Board</b>	means board of Directors.
<b>Board Policy</b>	means policy of corporate governance in relation to the Board contained in section 1 of this Charter.
<b>Chairperson</b>	means the chairperson of the Board.
<b>Charter</b>	means this corporate governance charter.
<b>Code</b>	means the Company's code of conduct as set out in section 3 of this Charter.
<b>Company</b>	means Hearts and Minds Investments Limited (ACN 628 753 220).
<b>Company Secretary</b>	means secretary of the Company.
<b>Constitution</b>	means constitution of the Company.
<b>Continuous Disclosure Policy</b>	means the Company's continuous disclosure policy as set out in section 2 of this Charter.
<b>Corporations Act</b>	means the Corporations Act 2001 (Cth).
<b>Director</b>	means a director of the Company.
<b>Executive</b>	means a person (whether or not a Director) involved in the strategic and operational management of the Company and including the Company Secretary, the Company's employees and any service providers responsible for strategic or operational management.
<b>Insider Trading Policy</b>	means the Company's insider trading policy as set out in section 5 of this Charter.
<b>Listing Rules</b>	means the ASX Listing rules as amended from time to time.
<b>Shareholder</b>	means a holder of shares in the Company.
<b>Share Trading Policy</b>	means the Company's share trading policy as set out in section 4 of this Charter.
<b>Website</b>	means the Company's website maintained at <a href="http://www.heartsandmindsinvestments.com.au">www.heartsandmindsinvestments.com.au</a> .

# **Hearts and Minds Investments Limited**

## **(ACN 628 753 220)**

### **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 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 which 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 approved by the Board of Directors on 10 October 2018.

The Charter incorporates the following:

- (a) Board Policy – see section 1;
- (b) Continuous Disclosure Policy - see section 2;
- (c) Code of Conduct – see section 3;
- (d) Share Trading Policy – see section 4; and
- (e) Insider Trading Policy – see section 5.

## **1. BOARD POLICY**

### **1.1. 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 policy aims to set out the practices that the Company has established and to which the Board and each Director is committed. This policy is simply an aid to the Board and the 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 policy and the Constitution, the Constitution shall prevail.

### **1.2. Responsibilities**

The Board is responsible for the overall operation, strategic direction, leadership and integrity of the Company and in particular, is responsible for the Company's growth and profitability. In meeting its responsibilities the Board shall undertake the following functions:

#### *Strategic Direction*

- (a) Providing and implementing the Company's strategic direction.
- (b) In conjunction with the Investment Committee, directing and monitoring the Company's performance against strategies.
- (c) Approving and monitoring capital management and major expenditures.

#### *Risk management and reporting*

- (a) Reviewing and overseeing the operation of systems of risk management ensuring that the significant risks facing the Company are identified, that appropriate control, monitoring and reporting mechanisms are in place and that risk is appropriately dealt with.
- (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 chief executive officer to identify and manage risk.
- (d) The chief executive officer will be responsible for preparing the declaration pursuant to section 295A of the Corporations Act. Accordingly, the Board will seek to procure that the chief executive officer (or equivalent) puts in place sound systems of risk management and internal controls and ensures that the systems are operating effectively in all material respects in relation to financial reporting risks.

#### *Management*

- (a) Monitoring and assessing the performance of the Directors and ensuring that Directors' 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 Investment 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 senior management while having regard to the guidelines issued by ASX in this regard.
- (b) Directors have agreed to waive any right to be paid directors fees .

#### *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.

### **1.3. Board Composition**

The composition of the Board is determined as follows:

- (a) The Company's Board shall comprise of a minimum of three directors, 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.

### **1.4. Role of the Chairman**

The Chairman 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.

### **1.5. 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.

### **1.6. Diversity**

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

### **1.7. 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 or an officer of, or otherwise associated directly with, a substantial Shareholder;
- (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;
- (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. The Board will assess the independence of each Director in light of the interests disclosed by them. The Board's assessment of the independence of Directors will be disclosed in the Company's future annual reports (to the extent deemed necessary).

### **1.8. 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 these committees are best undertaken by the Board.

Given the nature of the Company's business and the international investment management function, the Company has established an Investment Committee to oversee its investments and liaise with relevant key stakeholders on investment decisions.

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.

## **1.9. 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 diversity of the current Board;
- (d) 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;
- (e) the results of any background check which the Board undertakes; and
- (f) 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*

A Director must retire in accordance with the Corporations Act, the Listing Rules and the Company's Constitution. A Director may be re-elected if the Constitution permits.

## **1.10. Induction and Information**

### *Induction Program*

The Company Secretary and/or CEO is responsible for arranging for a 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).

### *Ongoing Information*

The Directors and Executives 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 expected to undertake appropriate professional development opportunities and maintain the skills and knowledge needed to perform their role as Director effectively.

#### **1.11. Advice, Share 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 Share Trading*

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

#### **1.12. Ethical standards and Share 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, Share Trading Policy and Insider Trading Policy as respectively set out in sections 3, 4 and 5 of this Charter.

#### **1.13. Compliance with Laws**

The Company must comply with the Corporations Act, the Listing Rules as well as all other applicable laws, statutes and policies.

#### **1.14. Constitution**

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



## **2. CONTINUOUS DISCLOSURE POLICY**

### **2.1. 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.

### **2.2. 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.

### **2.3. 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.

#### **2.4. 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.

#### **2.5. 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 2.92.9 of this policy.

Price sensitive information is information that:

- (a) a reasonable person would expect will 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.

#### **2.6. 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 had made and will consider any likely reaction of the market or particular investors to such speculation.

#### **2.7. 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 Executives will report any material price sensitive information to the Company Secretary and will observe the Company's "no comments" policy as set out in section 2.10 below.

## **2.8. Company Secretary and/or CEO**

The Company Secretary and/or CEO 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.

## **2.9. 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 and/or CEO is to be notified;
- (b) the Company Secretary and/or CEO 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 and/or CEO will prepare a draft announcement;
- (d) the Company Secretary and/or CEO 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 and/or CEO 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 and/or CEO will ensure the announcement is accessible from the Website. This will be done within 24 hours of receiving that acknowledgement.

## **2.10. 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 and/or CEO 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 5 for further details.

#### **2.11. 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 and/or CEO. 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 5 for further details.

#### **2.12. 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 and/or CEO.

#### **2.13. 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.

#### **2.14. 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.

#### **2.15. 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.

These include:

- (a) (at least) 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) occasional ASX announcements made to comply with the Company's continuous disclosure requirements; and
- (f) 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 will attend 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 will be posted on the Company's website and will be downloadable.

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

#### **2.16. 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 policy and Share Trading Policy which are respectively set out in sections 3 and 4 of this Charter.

### **3. CODE OF CONDUCT**

#### **3.1. 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.

#### **3.2. Purpose of the Code**

The Board has adopted this Code of Conduct to define basic principles of business conduct. 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.

#### **3.3. Business Ethics**

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

Directors and Executives will conduct themselves with openness, honesty, fairness and integrity 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.

#### **3.4. 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*

Directors and Executives will act in compliance with all laws that apply to the Company's business. Directors and Executives will need to obtain the consent of the Company Secretary, CEO 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 Shares*

Any trading of the Company's shares must be done in accordance with the Share Trading Policy.

#### *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.

### **3.5. 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, share trading and continuous disclosure.

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

#### *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 and/or CEO 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. Where a Director or Executive has any doubt about conflicts of interest, the Director or Executive should contact the Company Secretary or Chairperson.

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.

#### *Smoking and the use of drugs and alcohol*

A safe and healthy work environment is the responsibility of every employee. This obligation includes 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.

#### *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.



### **3.6. 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 and 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.

### **3.7. Improper Behaviour**

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

### **3.8. More information**

Any Director or Executive requiring further information regarding any aspect of the Code must contact the Company Secretary, CEO or Chairperson.

## **4. SHARE TRADING POLICY**

### **4.1. Policy**

The Board has established the following policy to apply to trading in the Company's shares 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 shares within the Company trading window established by the Share 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 Share Trading Policy, all Restricted Persons (as defined below) must also comply with the Insider Trading Policy in section 5 below.

### **4.2. Executive restrictions on trading**

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

- (a) the Board;
- (b) any Executives; and
- (c) the Company Secretary.

The Restricted Persons are to be subject to restrictions on trading in the Company's shares 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 5 below).

### **4.3. 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 apply to Restricted Persons.

### **4.4. Prohibition on Restricted Persons dealing in Shares**

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.

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 shares 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.

Restricted Persons are permitted to deal in the Company's securities, without prior notification per Section 4.6, on the same day at which the Company announces its Net Tangible Assets (NTA), or estimated NTA, to the ASX. This exception will not apply (unless otherwise agreed to by the Board) when the announcement of the Company's NTA or estimated NTA falls in the 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 Company share price. Restricted persons are still required to notify the Company Secretary and/or CEO of any dealings under this exception within two business days of dealing.

For the avoidance of doubt, it is emphasised that Restricted Persons may not deal whilst in the possession of "Inside Information" (see section 5).

#### **4.5. 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 shares at any time.

#### **4.6. Notification rules in relation to dealing in shares**

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

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

The Company Secretary and/or CEO will confer with the Chairperson in relation to any proposed dealing.

The Chairperson and the Company Secretary and/or CEO 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.

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

The Directors are required to complete, or request that the Company Secretary and/or CEO completes, 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.

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 and/or CEO will maintain records of signed copies of these Directors disclosure agreements.

#### **4.8. 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) shares in the Company when that person would otherwise be prohibited from doing so. In this section 4.8, “*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 shares 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 this section 4.8 if there is a matter about which there is inside information in relation to shares in the Company (whether or not the Restricted Person knows about the matter) when the Restricted Person requests clearance or proposes to deal in shares 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 this section 4.8 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.

#### **4.9. Trading not subject to this Share Trading Policy**

The following dealings are not subject to the provisions of this Share 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 shares in lieu of a cash dividend);
- (b) the take up of entitlements under a rights issue or other offer (including an offer of shares in lieu of a cash dividend);
- (c) allowing entitlements to lapse under a rights issue or other offer (including an offer of shares 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) the purchase of shares or the communication of information pursuant to a requirement imposed by law;
- (g) bona fide gifts to a Director by a third party;
- (h) where the beneficial interest in the relevant Company security does not change;
- (i) a disposal by a secured lender under a loan agreement secured by the Company’s securities;
- (j) transfers of shares 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; and
- (m) trading under an offer or invitation made to all or most of the security holders, 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.

#### **4.10. Hedging**

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

Hedging arrangements include entering into transactions in financial products that operate to limit the economic risk associated with holding securities in the Company.

#### **4.11. 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 Company'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 Clause 5.11 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).

## **5. INSIDER TRADING POLICY**

### **5.1. Policy**

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

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

In addition, the Share 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 shares. 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 shares. 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.

### **5.2. Overview of the insider trading provisions in the Corporations Act**

It is illegal for anybody to deal in any shares 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 material effect on the price or value of those shares 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 shares 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 shares 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.

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

A Director or Executive may be exposed to 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, CEO or Chairperson 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.

#### **5.4. 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 Chairman or, in their absence, the Company Secretary or CEO.

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