



# BOARD COMMUNICATIONS POLICY

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## Overview

Tox Free Solutions Limited ("Toxfree" or "the Company") recognises the value of providing current and relevant information to its existing and prospective shareholders (collectively called "Shareholders").

## Scope

This policy relates to the Toxfree group of companies including wholly owned subsidiaries.

## Objectives

The objective of this policy is to ensure Toxfree is compliant with the Company's disclosure obligations and aims at all times to achieve best practice.

This policy commits the Company to facilitating Shareholder participation in member meetings and to dealing promptly with Shareholder enquiries.

## Principles

Directors are committed to the promotion of investor confidence by ensuring that trading in the Company's securities takes place in an efficient and competitive market.

The Company will comply with the continuous disclosure obligations contained in the applicable ASX Listing Rules and in so doing will immediately notify the market by announcing to ASX any information in relation to the business of the Company that a reasonable person would expect to have a material effect on, or lead to a substantial movement in, the price or value of the Company's securities.

## RESPONSIBILITIES

The Managing Director has the primary responsibility for communication with Shareholders. The Managing Director has overall responsibility for communication with analysts, stockbrokers, the media and major Shareholders. The company secretary has overall responsibility for communication with ASX and other regulatory bodies.

## Information Disclosure



In accordance with the disclosure requirements of the Corporations Act and ASX Listing Rules, the Company follows three main forms of information disclosure:

- continuous disclosure which is its core disclosure obligation and primary method of informing the market and Shareholders
- periodic disclosure in the form of full-year and half-yearly financial reporting
- specific information disclosure as and when required of administrative and corporate details usually in the form of ASX releases.

The Company will ensure that all shareholders have the option to receive communications from, and send communications to, the Company and its security registry electronically.

The Company's website includes the following pages which contain relevant information for Shareholders and interested parties:

- annual reports and result announcements
- all significant Company announcements made to ASX
- presentations and support material given at investor conferences
- Company profile and Company contact details
- all written information provided to investors or stockbroking analysts
- briefing material from any Company operating site visits
- a section on the Company's corporate governance policies and practices.

The Company's website will be updated with the material released to ASX as soon as practicable after confirmation of release.

All website information will be regularly reviewed and updated to ensure all information is current, or appropriately dated and archived.

The full text of notices of meeting and explanatory material will be placed on the website.

### **Written Communication and Annual Report**

The annual report issued by the Company is the major written communication of the Company to Shareholders each year.

Shareholders are provided with a full statutory report, or the ability to access the report, at least 28 days in advance of the Company's annual general meeting.

Shareholders receive notices in relation to all meetings of Shareholders.

### **Participation at General Meetings**

The Company recognises the rights of Shareholders and encourages the effective exercise of those rights through the following means:

- notices of meeting are distributed in accordance with the Corporations Act and provide Shareholders with the opportunity to attend general meetings
- notices of meeting and other meeting material are drafted in concise and clear language
- Shareholders are encouraged to attend meetings
- Shareholders are entitled to actively participate at meetings with time being specifically set aside for Shareholder questions



- if Shareholders are unable to attend the meeting, Shareholders can participate through the appointment of a proxy
- the Company is obliged under the Corporations Act to provide the auditor with notice of a general meeting. The Company will ensure that the auditor attends the annual general meeting and is available to answer question from shareholder relevant to the audit.

### **Share Registry**

For all share related enquiries, Shareholders should contact the Company's share registry:

Computershare Investor Services Pty Limited  
Level 11, 172 St George's Terrace  
Perth WA 6000

### **Corporate Governance**

In accordance with ASX Corporate Governance Council's Principles of Good Corporate Governance and Best Practice Recommendations, the Company has a corporate governance section on the Toxfree website.

The annual corporate governance statement shall be prepared in accordance with ASX Listing Rules and shall be set out in the Company's annual report each year or alternatively may be included on the Company's web site each year.

### **Review of Policy**

This policy shall be reviewed by the Board on a regular basis and if required be amended to suit the requirements of the Company and adherence to the law.

Bob McKinnon  
Chair  
TOX FREE SOLUTIONS LIMITED

Date

### **Document Control Information:**

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