



**ASHLEY SERVICES GROUP**

LABOUR HIRE | TECHNICAL SERVICES | TRAINING

## **Shareholder Communication Policy**

**Ashley Services Group Limited**  
**ACN 094 747 510**



## Shareholder Communication Policy

### 1. Introduction

As a publicly listed company, Ashley Services Group Limited (the **Company**) has obligations under the *Corporations Act 2001* (Cth) and the Listing Rules of ASX Limited (**ASX**) to keep the market fully informed of all information which may have or could be expected to have a material effect on the price or value of its securities.

This Shareholder Communication Policy (**Policy**) is designed to ensure strict compliance with these requirements. In addition, the Company believes in maintaining full and open communication with its shareholders, observing the highest standards in corporate governance and shareholder communications.

Accordingly, this Policy provides for communication with the Company's shareholders over and above what is required by the legislation or regulators (subject only to essential commercial and confidentiality constraints).

The aim of this policy is to instill confidence in our shareholders through frequent, full and forthright communication, both directly to shareholders and indirectly through analysts and the media. We aim to be a model corporation in our approach to shareholder communications and relations. We seek to ensure that each investor interaction with the Company meets the highest levels of professionalism and quality.

### 2. Regular shareholder communications

The Company is committed (subject to commercial and confidentiality constraints) to maintaining direct, open and timely communications with all shareholders. At a minimum, shareholders will receive the following from the Company:

- (a) annual results;
- (b) the annual report;
- (c) an invitation to the annual general meeting (**AGM**) and all accompanying papers (ordinarily scheduled to occur in November);
- (d) reports of the chairperson (**Chair**), auditor and managing director or chief executive officer disclosed at the AGM (ordinarily within a week of the occurrence of the AGM); and
- (e) interim and half-yearly results.

### 3. Methods of Communication

The Company aims to ensure that all shareholders have simultaneous and equal access to all information. Ordinarily, market analysts, the stock exchange and industry bodies will also have access to information at the same time as the shareholders. All announcements made by the Company to the ASX are posted on the Company's website at <https://ashleyservicesgroup.com.au>. In addition, the communications listed above are mailed to all shareholders listed on the Company's share register and where a shareholder has elected to participate in the Company's 'email alert scheme' are emailed to the email address notified to the Company by the shareholder.

#### 3.1 The Company's website

The Company's website contains information about the Company and its governance, including:

- (a) shareholder communication and ASX announcements;
- (b) press releases;
- (c) half yearly and yearly financial reports and annual reports;

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- (d) notice of the Company's AGM;
- (e) the Company's corporate governance policies and charters; and
- (f) general information about the Company and the board of directors (**Board**) and its business.

The website also provides information to assist shareholders in directing relevant inquiries to the Company's share registry.

### 3.2 Electronic communications

An email communication initiative is available to all shareholders to enable timely, cost effective and sustainable communications between the Company and shareholders. Shareholders may elect to receive communications electronically by visiting the Company's website at <https://ashleyservicesgroup.com.au/investor-centre> and recording their email address with the Company

In so doing, shareholders will be notified by email each time the Company makes an announcement to the ASX. The email will contain a link to the announcement on either the Company's or the ASX website.

Shareholders will have the option to elect to receive other communications electronically including notices of meetings, proxy forms or other documents relating to meetings. Shareholders may also make ad hoc requests to be sent particular documents in physical form or electronically.

Shareholder also may communicate with the Company and its security registry electronically.

### 3.3 Annual General Meeting

The AGM provides an important opportunity for shareholders to express their views to the Company's Board and management. Shareholders are encouraged to attend the AGM or, if unable to attend, to vote on the motions proposed by appointing a proxy or by any other means included in the notice of AGM.

The AGM may be held as a hybrid meeting, with members attending either in person or virtually, or in a wholly virtual form if permitted by the Company's constitution, the Corporations Act and the Listing Rules. Shareholders will be notified in the AGM notice of the technology which will be used to facilitate the meeting.

The form, content and delivery of AGM notices will comply with the Company's constitution, the Corporations Act and the Listing Rules. AGM notices and accompanying explanatory material will clearly, concisely and accurately set out the nature of the business to be considered at the AGM. AGM notices will be available on the Company's website and will be provided to shareholders as required under the Corporations Act.

At the AGM, shareholders will be invited to ask the Chair or any member of the Board questions about or comment on the results, operations, strategy and/or management of the Company. The Chair will provide shareholders with a reasonable opportunity to ask questions and discuss proposals. The external auditor will also be available at the AGM to answer questions about the conduct of the audit and preparation and content of the auditor's report.

All substantive resolutions at a meeting of shareholders are decided by a poll rather than by a show of hands.

### 3.4 Special shareholder communications

From time to time the Company will communicate other information to shareholders (for example special shareholder offers for our services or products). Such communications will be on as needed basis and may be disseminated by direct written communication to shareholders or by way of a Company announcement to the ASX (which would also be published on the Company's website).

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#### 4. Continuous disclosure

The Company has a Continuous Disclosure Policy to ensure it meets its continuous disclosure obligations. Continuous disclosure is a standing agenda item for all meetings of the Board and senior management, to ensure that the Company keeps the market fully informed of all information which may have or could be expected to have a material effect on the price or value of its securities.

The Company Secretary has on-going responsibility to ensure that the Company's continuous disclosure obligations are met. The Secretary will escalate matters to the Board or its representatives as required, where they consider it to be a matter requiring disclosure and it is outside the meeting schedules of the Board and Senior Executives.

All announcements made by the Company to the ASX will be published on the Company's website at <https://ashleyservicesgroup.com.au>.

#### 5. External auditors and the AGM

The Company will request that the external auditor attend the AGM and be available to answer shareholder questions about the conduct of the audit and the preparation and content of the auditor's report.

#### 6. Review of this Policy

The Board will review this Policy from time to time to ensure that it is operating efficiently and to determine whether any changes are required to be made. This Policy may be amended by resolution of the Board.

Adopted by the Ashley Services Group Limited Board on 28 August 2023.

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