



Shareholder Communications Policy

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Qualitas Limited ACN 655 057 588

(Company)

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Shareholder Communications Policy

1. Overview

1.1 Purpose

The purpose of this shareholder communications policy is to promote effective communication with shareholders and encourage effective participation at general meetings of Qualitas Limited ACN 655 057 588 (**Company**).

1.2 Maintaining Shareholder Communications

The Company will ensure that:

- (a) materials detailed in this policy are maintained and updated on the Company's website within a reasonable timeframe;
- (b) shareholder communications are distributed to shareholders in accordance with the *Corporations Act 2001* (Cth) (**Corporations Act**) and Listing Rules of the Australian Securities Exchange (**ASX**) (**Listing Rules**); and
- (c) the shareholder communications policy is updated and maintained as required.

1.3 Methods of Communication

- (a) The Company will ensure that it will use available channels and technologies to communicate widely and promptly to shareholders, including the following methods of communication:
 - (i) telephone;
 - (ii) mail;
 - (iii) email;
 - (iv) facsimile; and
 - (v) Company website.
- (b) This policy details the method of communication available for various matters.

2. ASX Announcements

2.1 Outline

The Company makes announcements to the ASX in accordance with the Listing Rules and the Corporations Act.

2.2 Availability

Announcements made by the Company to the ASX are, subject to applicable securities laws, available to shareholders:

- (a) on the 'Investor Relations' section of the Company's website;
- (b) under the 'Company Announcements' section of the ASX website; and
- (c) by email notification (when shareholders provide the Company's share registry with their email address and elect to be notified of all the Company's ASX announcements).

3. Company's share registry

3.1 General

Shareholders are able to access information relevant to their holding via the Company's share registry website. Shareholders who do not have access to the internet should contact the Company's share registry with any enquiries relating to their shareholdings.

3.2 Contact Details

Link Market Services

8:30am to 7:30pm - Monday to Friday (excluding Public Holidays)

+61 2 9287 0303 (fax)

+61 2 9287 0309 (fax for proxy voting)

registrars@linkmarketservices.com.au

Locked Bag A14, Sydney South NSW 1235

3.3 ASX code

The ASX code for the Company is 'QAL'.

4. Company share registry forms

4.1 Amendment of shareholder details

- (a) If shareholders wish to amend any of their details on the Company's share register, they must go to the share registry website or complete the appropriate form and send it to the Company's share registry (see section 3.2 for the Company's share registry contact details). Forms available from the share registry include:
- (i) Change of Address;
 - (ii) Direct Credit of Payments;
 - (iii) Communications; and
 - (iv) Tax File Number or Australian Business Number Notification.
- (b) These forms may be downloaded from the share registry website. Shareholders who do not have access to the internet should contact the Company's share registry (see section 3.2 for the Company's share registry contact details).

5. Annual General Meetings

5.1 Date and location of Annual General Meeting

- (a) The Company usually holds its annual general meeting (**AGM**) in and around October or November each year (which may occur virtually).
- (b) The specific date, time and physical and/or virtual location of each AGM will be detailed:
- (i) in the relevant notice of meeting; and
 - (ii) on the Company's website.
- (c) Alternatively, shareholders can contact the Company's share registry or the Company Secretary directly to obtain this information.

5.2 Notice of meeting

The notice of meeting will be distributed to all shareholders prior to the AGM within the timeframe set by the Corporations Act and the Company's Constitution. The full text of the notice of meeting will also be available via the Investor Relations section of the Company's website.

5.3 Questions from shareholders to the Chairperson and external auditor at the AGM

- (a) At the AGM, shareholders can ask questions about or comment on:
 - (i) the management of the Company;
 - (ii) the conduct of the audit, preparation and content of the auditor's report, accounting policies adopted by the Company in relation to the preparation of the financial statements, and the independence of the auditor in relation to the conduct of the audit;
 - (iii) the remuneration report; and
 - (iv) the other items of business at the AGM.
- (b) If shareholders are present at the AGM, the Chairperson will provide reasonable time following the consideration of reports for questions and comments on these matters. If shareholders are not present at the AGM:
 - (i) a question form (and necessary instructions) will accompany the notice of meeting, giving shareholders the opportunity to forward their questions and comments to the Company prior to the AGM; and
 - (ii) as many as possible of the more frequently asked questions will be answered by the Chairperson (or, where appropriate, the auditor) at the AGM.
- (c) Shareholders may attend the AGM in person or by proxy, representative or attorney. A proxy form will accompany the notice of meeting.

5.4 Chairperson's address

The Chairperson's address (and any Group Managing Director's address) will be released to the market just prior to the commencement of the AGM. It will be available to shareholders in the same manner as other ASX announcements (see section 2 above).

6. Annual report

6.1 Timing and availability

The annual report contains key financial information about the Company, as well as important operating and corporate information. As permitted by the Corporations Act, the default method of receiving the Company's annual reports is electronically via the Investor Relations section of the Company's website. A printed copy of the annual report is only sent to shareholders who elect to receive one. Shareholders who wish to receive a printed copy of the annual report should contact the Company's share registry (see section 3.2 above for contact details). The annual report will be available to all shareholders prior to the AGM within the timeframe set by the Corporations Act. It is usually published in September each year.

7. Half-year and full-year results

7.1 Timing

The financial results for the half-year ending 31 December are reported in February each year. The financial results for the full-year ending 30 June are reported in August each year.

7.2 Availability

As the half-year and full-year results are announced to the ASX pursuant to the Listing Rules, they will be available to shareholders in the same manner as other ASX announcements (see section 2 above). In addition, the results will be accessible via the Investor Relations section of the Company's website.

7.3 Investor and analyst presentations

Presentations that are made to investors and analysts at a group briefing will be available to all shareholders via the Investor Relations section of the Company's website and released to the ASX prior to delivery.

8. Corporate governance

8.1 Corporate governance website

In accordance with Recommendation 6.1 of the ASX Corporate Governance Council Principles and Recommendations (**ASX Principles**), the Company has a Corporate Governance section on its website.

8.2 Corporate governance statement

The Company's annual corporate governance statement is prepared in accordance with the Listing Rules. It is contained in the annual report each year and is or will be available under the Corporate Governance section of its website.

8.3 Board and committee charters

- (a) In accordance with Recommendation 1.1 of the ASX Principles, the Company has a formal Board Charter, containing details of the functions and responsibilities of the Company's board (**Board**). To assist the Board in fulfilling its duties and responsibilities, it has established three Board committees:
- (i) Nomination and Remuneration Committee; and
 - (ii) Audit, Risk and Compliance Committee; and
 - (iii) the Investment Committee.
- (b) Each of these committees has a formal charter. The Board and committee charters are available to shareholders under the Corporate Governance section of the Company's website.

9. Media releases

Access to the Company's media releases is available from the 'Investor Relations' section of the Company's website and they are released to the market via the ASX.

10. Media and investor and analyst briefings

10.1 General

Typically at the time of announcement to the ASX of the Company's half-year and full-year results, the Company may conduct investor and analyst briefings (see half-year and full-year results). Investor and analyst briefings may occur at other times during the year as the Board deems appropriate and will be released to the ASX and made available on the Investor Relations section of the Qualitas website.

10.2 Presentations

If and when investor and analyst briefings occur at other times during the year, any presentation materials provided and webcasts or transcripts (if kept) will be made available to all shareholders via the Investor Relations section of the Company's website and will be released to the market prior to the briefings.

11. Dividends

11.1 Dividend statements

Dividend statements are lodged with Australia Post on the business day prior to the date the dividend is paid. These statements are mailed to shareholders at the addresses that appear on the Company's share register.

11.2 Dividend information

Shareholders can obtain historical dividend information via the Investor Relations section of the Company's website. This information includes the amount of the dividend and the level of franking. If shareholders require specific dividend information they can obtain this via the Investor Relations section of the share registry's website. Shareholders who do not have access to the internet should contact the Company's share registry with any dividend-related enquiries (requests to the share registry may attract an administrative charge).

12. Information for beneficial owners

Beneficial owners of the Company's securities are encouraged to contact the Company's share registry to arrange the direct receipt of shareholder materials.

13. Publishing and updating the policy

13.1 Publishing of this policy

This policy will be published on the Company's Intranet for the benefit of all Directors, officers, senior management and employees of the Company. In compliance with the ASX Principles, this policy or a summary of its main provisions will also be published on the Company's website for the benefit of shareholders, the investment community, the media and members of the public.

13.2 Updating the policy

The Board may approve updates and amendment of this policy from time to time. All updates and amendments, and a consolidation, of the policy (or a summary of its main provisions) will appear on the Intranet and the Company's website within a reasonable time after any such updates or amendments have been approved.

14. Questions about the policy and its application

14.1 Questions from employees

Employees should direct their questions about the policy and its application in the first instance to the Company Secretary. If a definitive interpretation of the policy or its application is required, your question should be directed to the Company Secretary or his authorised delegate.

14.2 Questions from shareholders, investors and public enquiries

Shareholders, investors and members of the public should direct their questions about this policy and its application to the Company's share registry, contact details are set out in section 3.2.

15. Review and changes to this policy

The Board will review this policy periodically to ensure that it is operating effectively and whether any changes are required. The Board may change this policy from time to time by resolution.

16. Approved and adopted

This policy was approved by the Board on 15 November 2021.