



SomnoMed Limited

ACN 003 255 221

Corporate Governance Policies

Approved by Board 26th September 2024

CORPORATE GOVERNANCE POLICIES

ASX Corporate Governance Council's Corporate Governance Principles and Recommendations

The Company recognises that in Australia the generally accepted guidance on what constitutes good corporate governance is set out in the ASX Corporate Governance Council's Corporate Governance Principles and Recommendation (4th Edition, February 2019). The Company has used these Principles and Recommendations to develop appropriate Company charters, and it is for this reason that the ASX Corporate Governance Council's Corporate Governance Principles and Recommendations are referred to in these Corporate Governance Policies.

Board Charter

The Board of SomnoMed Limited (Board) is responsible to the shareholders for determining the strategic direction of the Company.

Accountabilities

AUTHORITY AND PURPOSE

The Constitution of the company and the ASX listing rules set out details regarding board composition, size, term of office, committees and governance standards. This Charter identifies roles and responsibilities of the board and management.

FUNCTION

The Board is responsible for:

- (a) setting the strategic goals of the Company.
- (b) oversight of the management of the Company.
- (c) protecting and increasing shareholder value.

RESPONSIBILITIES

- the overall corporate governance of the Company including its strategic direction, financial objectives, and overseeing (or supervision) of control and accountability systems;
- input into and approval of strategic plans and goal and performance objectives, key operational and financial matters, as well as major investment and divestment proposals;
- being accountable for the performance of the Company;
- providing leadership and setting the strategic objectives of the Company;
- appointing the Chair and/or the "senior independent director";
- appointing, and when necessary replacing, the co-Chief Executive Officers ('co-CEOs') and other senior executives including the Company Secretary;
- assessing the performance of the co-CEOs and overseeing succession plans for senior executives;
- approving the nominations of Directors to the Board;
- overseeing management's implementation of the Company's strategic objectives;

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- approving operating budgets and major capital expenditure;
- overseeing the integrity of the Company's accounting and corporate reporting systems, including the external audit;
- overseeing the Company's process for market disclosure of all material information concerning the Company that a reasonable person would expect to have a material effect on the price or value of the Company's securities;
- ensuring that the Company has in place an appropriate risk management framework and setting the risk parameters within which the Board expects management to operate;
- approving the Company's remuneration framework;
- monitoring the effectiveness of the Company's governance practices;
- reporting to and communications with shareholders;
- the approval of the annual and half yearly financial report; and
- monitoring the performance of the Company.

PROTOCOLS

The board has issued a separate Board Protocol to govern the individual responsibilities of directors.

DELEGATIONS

The Board delegates to the co-CEOs and the senior executive team, authority over the day-to-day management of the Company and its operations, including responsibility for:

- implementing the strategic objectives set by the Board;
- operating within the risk parameters set by the Board;
- operational and business management of the Company;
- managing the Company's reputation and operating performance in accordance with parameters set by the Board;
- day-to-day running of the Company;
- providing the Board with accurate, timely and clear information to enable the Board to perform its responsibilities; and
- approving capital expenditure (except acquisitions) within delegated authority levels.

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Board Protocol

This protocol is for Directors of SomnoMed Limited (Company).

DIRECTOR

- To act honestly at all times and in the best interests of the Company.
- Exercise appropriate care and diligence in performing their duties.
- Their priority is to the Company, and not to any outside party or shareholder.
- Not disclose confidential or proprietary information to outside parties
- Not to use company information for the benefit of the Director or persons associated with them.
- Notify the chairman of any potential conflict of interest.
- The majority of the Board should be independent non-executive directors.
- The Board currently has a majority of independent non-executive directors but not an overall majority of independent directors under ASX guidelines.
- Mr Corlett is a director of companies which are substantial shareholders in the Company. The Board is of the opinion that Mr Corlett is however independent from management, acted in the best interests of the Company and that their shareholdings closely aligned their interests with those of all shareholders. Mr Brett was associated with a company which is a substantial shareholder in the Company. Mr Brett (who resigned as a director on 12 October 2023) was, during the time he was a director of the SomnoMed, associated with a company which is a substantial shareholder in the Company. The Board is of the opinion that Mr Brett was however independent, that Messrs Corlett is and Brett was however independent from management, act/ed in the best interests of the Company and that their relationship with a substantial shareholder closely aligns/ed their interests with those of all shareholders.
- Ms Amrita Blickstead and Ms Karen Borg have been co-CEOs since 23 February 2024. Prior to their appointment as co-CEOs and becoming executive directors, both Ms Blickstead and Ms Borg were independent non-executive directors.
- Remuneration of non-executive directors must not exceed the aggregate amount approved by shareholders.
- Remuneration of executive directors is determined after consideration of market rates, based on the services provided.

CHAIRMAN

- Responsible for overseeing the Board.
- Ensure that systems are in place to ensure compliance with the Listing Rules, and in particular, the Continuous Disclosure Rules.
- Reviews ASX announcements before their release.
- Should be an independent director and the role of chairman and chief executive officer should not be shared by the same individual. The Chairman is an independent non-executive director.

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MEETING PROTOCOLS

- The board meets during the year, as appropriate. The chairman may call additional meetings from time to time as needed.
- Two or more Directors may ask the chairman to call a special board meeting for a specific purpose.
- The agenda for meetings is to be approved by the chairman.
- Board papers are to be distributed electronically by the Company Secretary
- All board papers and all discussions of the board both formal and informal are confidential.
- Board members, past and present, may access a copy of any paper from the official records for any board meeting at which they were/are a member.
- A quorum for board meetings is two members of the board.
- The Company constitution provides that the chairperson of the meeting shall have a second or casting vote.

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Code of Conduct & Core Values

SomnoMed Limited (Company) expects honesty and integrity in the conduct of its business. This applies to directors, executives, employees and contractors. They are expected to comply with all relevant laws, rules and regulations.

CONFLICTS

Potential conflicts of interest are to be reported to the Company Secretary.

COMPANY ASSETS

Assets of the Company are to be used in the interests of the Company.

CONFIDENTIAL INFORMATION

Confidential or commercially sensitive information is not to be disclosed without proper authorisation. However, there is an obligation to ensure that:

- Continuous disclosure obligations are to be met in accordance with the *Company's Continuous Disclosure Policy*
- Securities trading must be conducted in compliance with the *Company's Securities Trading Policy*.

EMPLOYMENT PRACTICES

SomnoMed requires the following of each relevant person:

- act honestly, in good faith and in the best interests of the Company as a whole;
- exercise a duty to use care and diligence in fulfilling the functions of office or position and exercising the powers attached to that office or position;
- use the powers of office for a proper purpose and in the best interests of the Company as a whole;
- recognise that the primary responsibility is to the Company as a whole but may, where appropriate, have regard for the interest of other stakeholders of the Company;
- not to make improper use of information acquired as a director or employee;
- not take improper advantage of their position as a member of the Board or employee;
- properly manage and declare any conflict of interest with the Company;
- directors to be independent in judgement and actions and to take all reasonable steps to be satisfied as to the soundness of all decisions taken by the Board;
- confidential information received in the course of the exercise of their duties remains the property of the Company and, unless appropriate authority granted, it is improper to disclose it, or allow it to be disclosed;
- not to engage in conduct likely to affect the reputation of Company; and
- to comply with the spirit, as well as the letter, of the law and with the principles of this Code.

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GIFTS AND ENTERTAINMENT

All business entertainment received or provided is to be reasonable and properly authorised:

- Gifts may only be accepted which are not in cash or equivalent, of small value, and appropriate to the business relationship
- No employee will make offers of, or receive, bribes or other improper payments.
- Refer also to the Company's Anti-bribery policy.

CORE VALUES

SomnoMed Limited aims to enhance and maintain our business reputation by ensuring all Board members and employees embrace a high standard of ethical behaviour, integrity and honesty, by:

- Complying with required laws and rules and regulations from regulatory bodies;
- Complying with the Company's charters and policies;
- Acting in a professional manner when engaging with shareholders and stakeholders; and
- Ensuring the Company's business and investment strategy is executed in an ethical manner and in the best interests of shareholders.

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Continuous Disclosure Policy

The board of SomnoMed Limited (Company) has adopted this policy with respect to its continuous disclosure obligations. The board acknowledges that for ASX listed companies, continuous disclosure is important.

AUTHORITY AND PURPOSE

The Company's disclosure policy and procedures are designed to comply with all applicable laws and regulations. The Company is committed to:

- promoting investor confidence and ensure that shareholders and the market are provided with timely disclosure of all material matters concerning the Company;
- ensuring that the continuous disclosure obligations contained in the ASX Listing Rules and the disclosure requirements under the Corporations Act are satisfied; and
- ensuring that all shareholders have equal and timely access to information issued by the Company.

Where announcements are made to the market through the ASX, such announcements are pre-vetted by the CFO, Chairman and Board of Directors to ensure that such statements are:

- factual;
- do not omit material information; and
- expressed in a clear and objective manner.

PRINCIPLES

Under ASX Listing Rule 3.1 and section 674(2) of the Corporations Act, the Company is required to notify the ASX immediately upon becoming aware of any information concerning it that:

- (a) is not generally available; and
- (b) a reasonable person would expect to have a *material effect* on the price or value of the Company's securities.

The only exception to the above rule is where:

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

As soon as possible after disclosure to the Stock Exchange all announcements will be posted on the Company's website.

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COMPANY SECRETARY

The Company Secretary is responsible for:

- (a) lodging announcements with the ASX
- (b) ensuring disclosure of information to the ASX.

The Company Secretary is to ensure compliance of the Company's disclosure policy.

GUIDELINES TO EMPLOYEES

Any employees who become aware of potentially price sensitive information which they consider may not be known to the co-CEOs or Board must immediately inform the Chairman, co-CEOs or Company Secretary of that information

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Audit & Risk Committee

The board of SomnoMed Limited (the Company) has established an Audit & Risk Committee ("ARC") governed by this charter.

AUTHORITY

The ARC is to investigate any activity of the Company of an unusual nature. ARC is able to investigate any matter brought to its attention and have unfettered access to the books and records of the Company.

COMPOSITION

ASX guidelines recommend an audit and risk committee includes three non-executive directors, the majority of whom are independent directors.

The ARC currently consists of three non-executive directors, including two independent directors under ASX guidelines. Mr Corlett, who is currently a member of the Committee, is associated with a company which is a substantial shareholder in the Company. The Board is of the opinion that Mr Corlett is however independent from management, acts in the best interests of the Company and that his relationship with a substantial shareholder closely aligns his interests with those of all shareholders and is considered to be excellently placed to serve as a member of the ARC, notwithstanding that pursuant to the ASX recommendation he is not considered 'independent'. The Company is in compliance with these requirements.

The ARC may invite other persons including executive directors, management personnel and the company's auditors to attend part or all of their meetings.

At least one member of ARC or an invited participant shall hold financial/accounting qualifications. Mr Gordon holds such qualifications.

The chairman of ARC is currently Mr Gordon. As required by ASX guidelines the Chairman must be a non-executive, independent director and should not be the chairman of the board, and is appointed by the members of the ARC. The Company is in compliance with this requirement.

RESPONSIBILITIES

The ARC is responsible for carrying out the following functions:

- review and monitor the integrity of Annual Report including the financial statements;
- to review and assess the Company's accounting policies, and determine in consultation with the Chief Financial Officer if any changes to policy should be enacted;
- review and oversee systems of risk management, internal control and legal compliance;
- review the adequacy of the corporate reporting processes;
- oversee the process for identifying significant risks facing the Company and implementing appropriate and adequate control, monitoring and reporting mechanisms;
- liaise with and monitor the performance and independence of the external auditor; and
- to make recommendations to the Board for the appointment, reappointment or replacement and remuneration of an appropriate independent external auditor.

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MEETINGS

ARC meets as often as necessary and at least twice a year. Minutes and resolutions of ARC meetings shall be kept by the Company Secretary.

QUORUM

A quorum will comprise any two ARC members. In the absence of the ARC chairman or his appointed delegate, members shall elect one of their number as chairman for the meeting.

DECLARATION

The ARC will ensure the Company obtains a declaration as required by Section 295A of the Corporations Act when preparing the Company's accounts each financial year

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Remuneration Committee

The role of Remuneration Committee is to manage the process for recruiting, selecting, and remunerating directors and executives.

ASX guidelines recommend a remuneration committee includes at least three independent members, a majority of whom are independent directors. The Remuneration Committee consists of a majority of the independent directors. Mr Corlett was the Chairman of the Remuneration Committee until 22nd August 2023 and from 26 February 2024 but was not considered be independent under ASX guidelines, by virtue of him being a director of companies which are substantial shareholders in the Company. Ms Blickstead was Chairman of the Remuneration Committee from 12 October 2023 until 23 February 2024 and was an independent director. Whilst not considered independent under ASX guidelines, the Board believes Mr Corlett is however independent from management, acts in the best interests of the Company and that his relationship with a substantial shareholder closely aligns his interests with those of all shareholders and was therefore considered to be excellently placed to serve as Chairman and a member of the Remuneration Committee, notwithstanding that pursuant to the ASX recommendation he is not considered 'independent'. For these reasons the ASX recommendation for an independent Chairman of the Remuneration Committee was not adopted for part of the year.

PURPOSE

The Company has a responsibility to its shareholders to ensure that:

- the Board comprises individuals best able to discharge the responsibilities of Directors; and
- the Company has remuneration policies and practices which enable it to attract and retain Directors and executives who will best contribute towards achieving positive outcomes for shareholders.

RESPONSIBILITIES

The Remuneration Committee is responsible for monitoring and advising upon the following matters:

- the Company's remuneration structure including long term incentives and superannuation arrangements;
- remuneration and incentives of the Board, co-CEOs and Company Secretary;
- performance and remuneration of senior management;
- remuneration strategies, practices and disclosures generally;
- workplace health and safety;
- workplace diversity;
- employee share payment plans;
- recruitment, retention and termination strategies;
- management succession, capability and talent development; and
- the Remuneration Report, contained within the Directors' report.

Diversity Policy

1. Overview

SomnoMed Limited is committed to workplace diversity. Diversity includes, but is not limited to, gender, age, ethnicity and cultural background.

To the extent practicable, we will comply with the recommendations and guidance provided in the ASX Corporate Governance Council's Corporate Governance Principles and Recommendations (ASX Principles) through this policy.

2. SomnoMed's Commitment to Workplace Diversity

The Company is committed to workplaces where everyone is treated fairly and decisions are based on merit. The Board believes in workplace diversity as a positive means of achieving its corporate goals. It recognises that benefits arise from diversity including:

- a broader pool of high quality employees;
- improved employee productivity and retention; and
- access to different perspectives and ideas.

The board currently comprises three men, who are non-executive directors and two woman, both of whom are executive directors. When the time comes to appoint a new director arises, this policy will apply to the selection of that new director.

3. Selection and Appointment of Directors and Employees

The Company is committed to a corporate culture that promotes diversity when determining the composition of the board, senior management and employees, including its recruitment and selection processes.

The Company's recruitment decisions are based on merit and a person's skills and qualifications, regardless of their age, gender, nationality, cultural background or any other factor not relevant to the position.

3.1 Selection and Appointment of New Directors

The Board will take diversity of background into account (in addition to previous Board and leadership experience, candidates' skills and experience in a variety of specified fields) to enhance the Board's skills. A wider candidate pool can be established by engaging a professional search firm and by advertising Board and employment vacancies.

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In order to promote the specific objective of gender diversity, the selection process for Board appointments must involve the following steps:

- the director selection process and decision making must be formal and transparent as set out in the ASX Principles;
- candidates should be selected from a diverse pool of qualified candidates. A wider candidate pool can be established by engaging a professional search firm.
- at least one woman candidate should be present on every shortlist;
- if, at the end of the selection process, a woman candidate is not selected, the Board must be satisfied that there are objective reasons to support its decision determination.

3.2 Selection and Appointment of Employees (Including Senior Management Roles)

Maintain diversity objectives through the following steps:

- the co-CEOs will have reference to this policy in selecting and assessing candidates and in presenting recommendations to the Board regarding appointments to the executive team;
- the Board will also consider gender diversity and the objectives of this policy when considering those recommendations;
- candidates will be selected from a diverse pool of qualified candidates. A wider candidate pool can be established by engaging a professional search/recruitment firm(s), and/or by advertising vacancies; and
- a short-list identifying potential candidates for the appointment should include a mix of both men and women wherever possible.

4. Diversity Strategies

In addition to recruitment guidelines which promote diversity, we are committed to a range of other strategies to improve diversity including:

- measuring performance based on agreed goals to remove bias and promote equity;
- developing a culture which takes into account domestic responsibilities of employees including helping women and men balance their work, life and family responsibilities including flexible work options and return to work programs;
- as part of its annual remuneration review, assessing the gender pay parity across the business and implementing action plans to address any areas of concern;
- implementing regular diversity education and training for all employees and contractors, and periodically conducting awareness sessions on issues related to equal employment opportunities in the workplace;
- maintaining a workplace culture that supports difference and that enables each staff member to fully contribute to the best of their ability; and
- identifying roadblocks to diversity success and taking action to address the issues including targeting professional development programs aimed at helping women to develop skills.

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5. Reporting Measurable Objectives

For the purposes of reporting on measurable objectives, the Company's current focus is on gender diversity as required by the ASX Principles. The Board will include in its Corporate Governance Statement each year:

- measurable gender diversity objectives set by the Board;
- progress towards achieving those objectives; and
- the proportion of women employees in the whole organisation, at senior management level and at Board level.



SomnoMed Limited

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Securities Trading Policy

Approved by Board 28th September 2024

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1 Purpose

- (a) The *Corporations Act 2001* (Cth) (the **Corporations Act**) prohibits the trading in shares, options, debentures (including convertible notes) and other securities (**securities**) of a company by any person who is in possession of price sensitive information regarding that company that is not generally available. The Corporations Act:
 - (i) imposes substantial penalties on persons who breach those provisions; and
 - (ii) applies to the extent of any inconsistency between it and this policy.
- (b) This policy regulates dealings by directors and certain officers of SomnoMed Limited (**SOM** or the **Company**) and other designated persons (as defined below), in securities in SOM about which they acquire Inside Information through their position or dealings with SOM.
- (c) This policy is not designed to prohibit SOM Persons from investing in SOM securities, but does recognise that there may be times when SOM Persons and Key Management Personnel cannot or should not invest in SOM securities.
- (d) The purpose of this policy is not only to minimise the risk of insider trading, but also to avoid the appearance of insider trading and the significant reputational damage associated with the perception of insider trading. This policy will be applied by SOM taking into account this purpose, and should be taken into full consideration by all persons in complying with their obligations under this policy.

2 Definitions

For the purposes of this Policy:

- (a) “**Board**” means the board of directors of the Company from time to time;
- (b) “**Closed Period**” has the meaning given in section 4.1 of this policy;
- (c) “**Company Secretary**” means the secretary of the Company from time to time;
- (d) “**Directors and Management**” means each director of SOM, a co-Chief Executive Officer (co-CEO), the Chief Financial Officer and Company Secretary of SOM, Key Management Personnel, persons undertaking designated Manager roles, and persons as the Board decides from time to time;
- (e) “**Inside Information**” has the meaning given in section 3.2 of this policy;
- (f) “**Key Management Personnel**” has the meaning given in the Corporations Act, as well as any other persons fulfilling roles which are designated as Executive or Senior Manager roles within the Company’s organisational structure;
- (g) “**SOM Person**” means:
 - (i) all Directors and Management and any other person designated a SOM Person by the Board in writing; and
 - (ii) all employees in head office roles or centralised support functions of the Company, from time to time; and
 - (iii) also includes:

- (A) a company or trust controlled by any of the persons referred to in sub-paragraphs (i) or (ii) above; and
- (B) for the purposes of section 4 only, a spouse, dependent child, a close relative or a person acting in concert with any of the persons referred to in sub-paragraphs (i) or (ii) above.

3 Insider trading

3.1 General prohibition on insider trading

- (a) No SOM Person may, while in possession of Inside Information concerning SOM, in breach of the Corporations Act:
 - (i) buy or sell any SOM securities at any time;
 - (ii) procure another person to deal in SOM securities in any way; or
 - (iii) pass on any Inside Information to another person for that person's own personal gain by dealing in SOM securities in any way,

(together, referred to as **Insider Trading** in this policy).

- (b) All SOM Persons are prohibited from dealing in the securities of outside companies about which they acquire Inside Information through their position with SOM.
- (c) The requirements imposed by this policy are in addition to any legal prohibitions on insider trading. Trading in SOM securities is prohibited at any time by a director or a SOM Person if that person possesses Inside Information, including where the trade occurs outside a Closed Period or clearance has been given under this policy to trade (whether in exceptional circumstances or otherwise).

3.2 Inside Information

A SOM Person is responsible for assessing whether they possess "**Inside Information**". This occurs where:

- (a) the person possesses information that is not generally available to the public and, if the information were generally available, a reasonable person would expect it to have a material effect on the price or value of SOM's securities (or a decision whether or not to trade in them); and
- (b) the person knows, or ought reasonably to know, that the information is not generally available and, if it were generally available, a reasonable person would expect it to have a material effect on the price or value of SOM's securities.

A reasonable person would be taken to expect information to have a material effect on the price or value of securities if the information would, or would be likely to, influence a person who commonly invests in securities to either deal or not deal in securities in any way. Inside Information in relation to the securities of outside companies has the same meaning for the purposes of this policy, except that references to "SOM's securities" should be read as references to the securities of the outside company.

4 Restrictions on trading during Closed Periods

4.1 Closed periods

- (a) SOM Persons must not, subject to sections 4.4 and 6, buy or sell SOM securities during a Closed Period.
- (b) A “**Closed Period**” is any period of time:
 - (i) commencing from the end of 31 December until the end of the trading day on which SOM’s half-year financial results are released to ASX;
 - (ii) commencing from the end of 30 June until the end of the trading day on which SOM’s annual financial results are released to ASX;
 - (iii) commencing four weeks prior to SOM’s Annual General Meeting and ending at the end of the day on which SOM’s Annual General Meeting is held;
 - (iv) commencing from the end of a quarter (which is not a half-year end) until the end of the trading day on which SOM’s annual quarterly update is released to ASX; and
 - (v) any other period that the Board specifies from time to time.

If 31 December or 30 June are not ASX trading days, then the Closure Period begins on the preceding ASX trading day.

4.2 Ad-hoc restrictions

SOM may impose, without hesitation and in its sole and absolute discretion, additional restrictions on trading in SOM’s securities by any or all SOM Persons, and also by any other SOM Persons (who are not otherwise designated as “SOM Persons”) as SOM considers appropriate. For the avoidance of doubt, SOM may impose ad-hoc restrictions under this section 4.2 even where the proposed trade would otherwise take place outside a Closed Period provided for in this policy. Any restriction communicated by SOM to any or all SOM Persons under this section 4.2 must be kept strictly confidential.

4.3 Notifications

- (a) SOM Persons must:
 - (i) prior to dealing in SOM securities outside a Closed Period or where paragraph 5 requires the person to obtain a consent under paragraph 4.2, notify the relevant person in paragraph 4.3(b) (the **Authorising Officer**) in writing of their proposed dealing and obtain consent from the Authorising Officer; and
 - (ii) confirm that they are not in possession of any Inside Information;
 - (iii) after dealing with the SOM securities, provide the Authorising Officer with a transaction confirmation which includes details of the date/s, numbers and types of securities traded and identifies the SOM Persons who traded; and
 - (iv) notify the Authorising Officer if they begin to have, or cease to have, a “substantial holding” (as defined in section 9 of the Corporations Act) in SOM, or if they have a substantial holding in SOM and there is a movement of at least 1% in their holding.

(b) Authorising Officer

SOM Person seeking authorisation	Authorising Officer
<i>Chair of the Board</i>	The Chair of the Audit and Risk Committee or, in his/her absence the Chair of the Remuneration Committee
<i>Other Directors and Company Secretary</i>	The chair of the Board or, in his/her absence either: (i) the Chair of the Audit and Risk Committee; or (ii) the Chair of the Remuneration Committee if the SOM Person seeking authorisation is the Chair of the Audit and Risk Committee.
<i>Any other SOM Person</i>	The Company Secretary or, in his/her absence, a co-Chief Executive Officer.

4.4 Exceptional circumstances

- (a) In exceptional circumstances the Company Secretary (or, in the case of directors, the chair) or their delegate, has discretion to approve dealings in SOM securities during Closed Periods, or other dealings that would otherwise be prohibited by this policy. Any approval given under this section 4.4(a), must be provided in writing (including by email). The notification requirements still apply.
- (b) What constitutes “exceptional circumstances” will be assessed on a case-by-case basis within the absolute discretion of the Board, and may include, without limitation, severe financial hardship or a requirement to comply with a court order or court enforceable undertaking.
- (c) Any decision to grant or refuse to grant clearance to trade in SOM’s securities by the Authorising Officer under this section 4.4:
- (i) may be made in the Authorising Officer’s absolute discretion, without giving any reasons;
 - (ii) can be withdrawn (if clearance has been given) if new information comes to light or there is a change in circumstances;
 - (iii) is final and binding on the SOM Persons seeking clearance; and
 - (iv) must be kept strictly confidential by the SOM Persons seeking clearance and not disclosed to any other person.
- (d) In deciding whether to grant clearance to trade in SOM’s securities, the Authorising Officer will consider the need to minimise the risk of Insider Trading, and also to avoid the appearance of Insider Trading and the significant reputational damage that may cause.
- (e) Any clearance to trade by the Authorising Officer under this section 4.4 is not an endorsement to trade. The relevant SOM Person doing the trading is individually responsible for their investment decisions and their compliance with Insider Trading laws. SOM Persons must carefully consider whether they are in possession of any Inside Information that might preclude them from trading at that time. If any SOM Person is in any doubt, they should not trade.
- (f) If a SOM Person comes into possession of Inside Information after receiving clearance to trade, they must not trade despite having received clearance.

4.5 Notifications by Authorised Persons

(a) An Authorising Officer (other than the Company Secretary) shall promptly provide the Company Secretary with a copy of all requests, consents, confirmations and other information received or provided in accordance with sections 4.3 and 4.4.

4.6 Company secretary to maintain records

The Company Secretary will maintain a copy of:

- (a) all requests for an approval to deal in SOM's securities submitted by a SOM Person; and
- (b) details of all dealings in SOM's securities made by an SOM Person; and
- (c) all of the other documentation received under section 4.5 or otherwise under this policy.

5 Other restrictions

5.1 No protection arrangements

The entering into of all types of "protection arrangements" for any SOM securities (or SOM products in the derivatives markets):

- (a) is prohibited at any time in respect of any SOM securities which are unvested or subject to a holding lock; and
- (b) otherwise, requires consent under paragraph 4.3.

For the avoidance of doubt and without limiting the generality of this policy, entering into protection arrangements includes entering into transactions which:

- (c) amount to "short selling" of securities beyond the SOM Person's holding of securities;
- (d) operate to limit the economic risk of any SOM Person's security holding (e.g. hedging arrangements) including SOM's securities held beneficially (for example, in trust or under any SOM incentive plan) on that SOM Person's behalf; or
- (e) otherwise enable a SOM Person to profit from a decrease in the market price of securities.

5.2 Granting of security over SOM securities or entering into margin lending arrangements

- (a) SOM Persons may not at any time, directly or indirectly, grant any form of security (whether by way of charge, mortgage, pledge or otherwise) over any SOM securities which are unvested or subject to a holding lock, to secure any obligation of that SOM Person or any third party; or enter into any margin lending arrangement involving SOM securities.
- (b) Unless paragraph (a) applies, SOM Persons may, directly or indirectly, grant any form of security (whether by way of charge, mortgage, pledge or otherwise) over any SOM securities, to secure any obligation of that SOM Person or any third party; or enter into any margin lending arrangement involving SOM securities, provided that the SOM Person granting the security:
 - (i) provides full details of the security or arrangement to the Board in writing;
 - (ii) obtains prior written consent of the Board to grant such security or enter into such arrangement; and
 - (iii) obtains consent under section 4.3.

5.3 No speculative trading

SOM Persons must not engage in short-term or speculative trading in SOM securities. This prohibition includes short term direct dealing in SOM securities as well as transactions in the derivative markets, involving exchange traded options, share warrants, contracts for difference, and other similar instruments, which are short term or speculative. SOM generally considers a period of short-term trading to be a period of 3 months or less from the date of first trade.

5.4 Trading in other companies

SOM Persons are also restricted from buying or selling the securities or financial products in any other companies, in addition to SOM, where they are in possession of Inside Information of that outside company.

6 Exemptions

- (a) SOM Persons may at any time:
- (i) trade SOM securities where the trading does not result in a change of beneficial interest in the securities;
 - (ii) acquire securities under any director or employee security plan or through the exercise of options or performance rights under an option or performance rights plan or acquire, or agree to acquire, options or performance rights under an option or performance rights plan. However, any dealing in those securities remains subject to this policy and the provisions of the Corporations Act;
 - (iii) transfer SOM securities already held into a self-managed superannuation fund or other saving scheme in which the restricted person is a beneficiary;
 - (iv) acquire SOM's ordinary shares by conversion of securities giving a right of conversion to SOM's ordinary shares;
 - (v) acquire SOM's securities under a bonus issue made to all holders of securities of the same class;
 - (vi) undertake to accept, or accept, a takeover offer;
 - (vii) invest in, or trade in units of, a fund or other scheme (other than a scheme only investing in the securities of SOM) where the assets of the fund or other scheme are invested at the discretion of a third party;
 - (viii) make a disposal of SOM securities that is the result of a secured lender exercising their rights under a loan or security agreement;
 - (ix) where a restricted person is a trustee, trade in the securities managed 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;
 - (x) trade 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 or 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 deciding 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.
- (b) If a SOM Person undertakes any of the actions described in paragraph (a), that SOM Person must advise the relevant Authorising Officer (as set out in clause 4.3(b)) in writing, including the full details of the action.

7 ASX Notifications

- (a) SOM must notify ASX within 5 business days after any change to a director's relevant interest in SOM securities or a related body corporate of SOM, including whether the change occurred during a Closed Period and, if so, whether prior written clearance was provided.
- (b) To enable SOM to comply with the obligation set out in paragraph (a), a director must immediately (and no later than 3 business days after any relevant event) notify the Company Secretary in writing of the requisite information for the Company Secretary to make the necessary notifications to the Australian Securities and Investments Commission and ASX as required under the Corporations Act and ASX Listing Rules.
- (c) If SOM makes a material change to this trading policy, the amended trading policy will be provided to ASX for release to the market within 5 business days of the material changes taking effect.

8 General

- (a) A breach of this policy will be regarded seriously and may lead to disciplinary action, including dismissal.
- (b) If you require any further information or assistance, or are uncertain about the application of the law or this trading policy in any situation, please contact the Company Secretary.