

TASK GROUP

# Shareholder Communication Policy

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JANUARY 2024

**TASK.**

# Shareholder Communication Policy

## 1. Introduction

TASK Group Holdings Limited (**TASK** or **Company**) is committed to communicating openly and honestly with shareholders and to provide shareholders with factual, balanced and clear information. The purpose of this Shareholder Communication Policy (**Policy**) is to promote effective communication with shareholders (both retail and institutional) and to encourage effective participation at shareholders' meetings.

This Policy should be read together with TASK's Market Disclosure Policy which sets out how TASK complies with its obligations under the listing rules of the Australian Securities Exchange (**ASX Listing Rules**) with respect to market sensitive information.

## 2. Methods of communication with shareholders

TASK will communicate with shareholders in a number of ways, including through the Company's:

- ASX announcements;
- Financial results and results briefings;
- Investor and analyst briefings;
- Annual General Meeting;
- Electronic means, including TASK's website; and
- Annual Report.

Further details on each of those methods is set out below.

In conjunction with external advisers, the Company has developed an investor relations program to facilitate effective communication between the Company and its shareholders,

and which operates taking into account the matters set out in this Policy.

If shareholders have provided TASK's share registry with the relevant notification, shareholders will be provided with certain information and announcements released to the ASX and NZX by email or other electronic method. This method of communication is strongly encouraged to ensure that shareholders are kept up to date with TASK's corporate activities in a timely and efficient manner. Shareholders may also communicate with the Company via the email address provided by TASK's share registry set out in section 3 below.

### 2.1 ASX announcements

TASK will make announcements to the ASX in accordance with the requirements of its continuous disclosure obligations under the ASX Listing Rules.

All announcements to the ASX will be made available to investors on TASK's website as soon as practicable following confirmation of release of the announcement to the ASX.

### 2.2 Financial results and results briefings

TASK will report its financial results twice a year in accordance with relevant law and the ASX Listing Rules.

Full year financial results (for the 12 months ending 31 March) will be reported in May and financial results for the first half (for the 6 months ending 30 September) will be reported in November.

TASK will report its Cash Flows and Quarterly Activities four times a year in accordance with

the ASX Listing Rules, which require these to be reported within a month of each quarter end.

All material released by TASK to the ASX will subsequently be made available on TASK's website.

Following the release of financial results, TASK may, but is not obliged to, hold investor and analyst briefings, investor roadshows and one-on-one briefings with key investors and analysts. These briefings and presentations will generally be delivered by the Chief Executive Officer and/or Chief Financial Officer. Discussions at these meetings will be restricted to information previously disclosed to the market.

### **2.3 Investor and analyst briefings**

In addition to financial result briefings or presentations, TASK may hold other investor and analyst briefings from time to time to discuss TASK's business and various aspects of its operations. This may include formal presentations at industry or investment conferences. Full details of TASK's policy with respect to investor and analyst briefings are set out in TASK's Market Disclosure Policy.

### **2.4 Annual General Meeting (AGM)**

Typically, TASK's AGM will be held by the end of August each year. TASK will advise shareholders of the time, date, location and agenda of the AGM in the relevant Notice of Meeting and on TASK's website. TASK will, to the extent practicable and possible, aim to ensure that any meetings (including the AGM) are held at a reasonable time and place to allow as many shareholders as possible to participate, including potentially through the use of technology. However, since shareholders may reside in many global jurisdictions, it is noted that it will not be possible to accommodate the needs of all shareholders in this regard.

The AGM pack will be lodged with the ASX and sent to shareholders, or made available to shareholders, in accordance with the timeframes under the Corporations Act (Cth). The AGM pack will contain:

- The notice of meeting, including explanatory memorandum;
- A proxy form; and
- Details of where the annual report can be viewed electronically.

These documents will also be made available on TASK's website.

Shareholders are encouraged to attend and vote at the AGM or if unable to do so, they are encouraged to utilise the proxy form to exercise their voting rights on any resolutions to be decided at the AGM.

All resolutions put before shareholders at a meeting, including the AGM, will be decided by a poll rather than on a show of hands.

Shareholders will have an opportunity to ask questions at the AGM or to make comments about TASK's performance and operations. Shareholders are also able to submit questions to TASK prior to the AGM. Where appropriate, these questions should be answered at the meeting, either by being read out and then responded to at the meeting, or by providing a transcript of the question and a written answer at the meeting. Questions that are asked that are on the same topic or theme may be grouped together and answered in a general manner aiming to address the issue raised.

Shareholders may also direct questions and comments or submit written questions to TASK's external auditor on the conduct of the audit of TASK's annual financial report, the auditor's report and any other issues pertaining to the audit. TASK will ensure that TASK's external auditor attends the AGM and will be available to answer shareholder questions about the conduct of the audit and

the preparation and content of the auditor's report.

The Chair's address and Chief Executive Officer's address to the AGM will be released to the ASX prior to the AGM and will also be made available to shareholders on TASK's website.

Following the AGM, the results of voting on any resolutions will be released to the ASX, and will be made available on the TASK website.

## 2.5 Electronic material

TASK's website contains the following information for the benefit of shareholders:

- Information about TASK and its governance, including:
  - The names, photographs and brief biographical information for each of TASK's directors and senior executives;
  - TASK's Constitution;
  - TASK's Code of Conduct (including its Statement of Values);
  - TASK's Board Charter and the charter of each of the Board's committees;
  - This Shareholder Communication Policy, the Market Disclosure Policy, the Securities Trading Policy, the Diversity and Inclusion Policy, the Whistleblower Policy, the Anti-Bribery and Corruption Policy, the Auditor Independence Policy and the Non-Executive Director Share Ownership Policy;
  - TASK's Risk Management Framework.
- Copies of ASX announcements.
- Copies of recent annual reports and financial statements.
- Copies of recent notices of meetings and any accompanying documents.

- Copies of investor or analyst presentations or briefings and any accompanying materials distributed.
- Copies of media releases.
- A key events calendar showing certain dates for events (e.g. AGM, financial results release dates, presentation dates).
- Historical information about the market price of TASK's shares.

TASK's website also contains an overview of TASK's business, TASK's history, how the Company is structured and contact details for enquiries.

## 2.6 Annual report

The annual report is a key communication document for all shareholders. TASK will lodge its annual report with the ASX in accordance with the ASX Listing Rules each year.

The annual report will contain, amongst other information, all information that TASK has agreed to disclose under its corporate governance policies.

TASK encourages the use of electronic versions of its annual report which can be accessed from TASK's website.

## 3. Share registry

Shareholders with queries relating to their holding of Company shares or queries with respect to TASK generally can contact TASK's share registry. TASK's share registry is administered by Computershare Investor Services Pty Ltd and contact details are available on TASK's website.

All general shareholder, or investor questions of a more specific nature, should be directed to TASK. Contact details are set out on TASK's website.

#### **4. Review of Policy**

This Policy will be reviewed from time to time and may be updated as and when determined by the Board.

This Policy was last reviewed in January 2024