

# Shareholder Communications Policy

PeopleIN Limited Ltd ACN 615 173 076

adopted on 30 August 2017

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**People**i**N**

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## 1 Introduction

- 1.1 PeopleIN Limited ACN 615 173 076 (**Company**) is a public company which is listed on the Australian Securities Exchange (**ASX**).
- 1.2 The Company aims to ensure that shareholders are kept fully up to date in relation to major developments and activities of the Company. It will do this in the following ways:
- (a) by complying with the ASX listing rules (**Listing Rules**);
  - (b) providing details of the half-yearly result, the full-year result and the Company's annual report (**Annual Report**);
  - (c) through the Company's website at [www.peopleinfrastructure.com](http://www.peopleinfrastructure.com);
  - (d) through the Company's annual general meeting (**AGM**), shareholder information meetings, and associated documents; and
  - (e) at other times by providing full and timely information about the Company's activities including, where applicable, by complying with its continuous disclosure obligations under the Listing Rules and the Corporations Act 2001 (Cth).
- 1.3 The purpose of this policy is to promote effective communication with shareholders and other stakeholders and to encourage and facilitate participation at the Company's general meetings.

## 2 Periodic reporting

- 2.1 The Company will produce half yearly and yearly financial reports and annual reports in accordance with the Corporations Act, the Listing Rules and applicable accounting standards.
- 2.2 The Company seeks to give balanced and understandable information about the PeopleIN group in its periodic reporting to investors.
- 2.3 Where a report or information is not audited or reviewed by an external auditor, the Company will undertake appropriate verification processes where considered necessary and/or appropriate to ensure the integrity of the information contained within any such reports.
- 2.4 In particular, the Annual Report is a comprehensive report on the activities and financial results of the Company. It will be available from the Company's website or if requested, a printed copy can be posted to shareholders.
- 2.5 The Annual Report will comprise (among other things):
- (a) a review of the Company's operations;
  - (b) details of the directors of the Company's (**Directors**);
  - (c) the Directors' report, which outlines such matters as the interests of Directors in the Company's shares, dividend details and details of executive and Director remuneration;
  - (d) the Company's financial statements;
  - (e) the audit report on the Company; and

- (f) details of the Company's corporate governance practices.

### 3 Website

3.1 The Company's website will be updated regularly with material information, including:

- (a) announcements made to the ASX;
- (b) media releases and the Annual Report of the Company;
- (c) investor briefing presentations;
- (d) a corporate governance section where shareholders can access a variety of information about the corporate governance practices of the Company including but not limited to the Board Charter, Constitution and Securities Trading Policy;
- (e) notices of security holder meetings and explanatory material;
- (f) the names, photographs and brief biographical information for each of its directors and senior management; and
- (g) a statement of the Company's core values.

3.2 The Company will provide information, press releases or ASX announcements, and financial information on its website.

### 4 General meetings

4.1 The Company considers the AGM is the central forum to effectively communicate with shareholders and provide access to information about the Company. Shareholders are encouraged to attend or, if unable to attend, to vote on the motions proposed by appointing a proxy or using any other means included in the notice of meeting. The AGM also gives shareholders the opportunity to meet with the board of Directors (**Board**). At the AGM (and other general meetings) the chair of the Board (**Chair**) will allow adequate time to address any queries or questions put by shareholders.

4.2 The Company conducts its general meetings in accordance with its constitution, the Corporations Act and Listing Rules (as applicable). The Board will consider the use of technology and other means to facilitate shareholder participation as appropriate.

4.3 The Board will consider whether any resolution put to shareholders for consideration at the meeting (including any substantive resolutions) will be decided on a poll rather than a show of hands, having regard to the specific circumstances applying to the resolution at the relevant time.

4.4 The Company's auditor will attend the AGM and be available to answer questions concerning the conduct of the audit and the preparation and content of the auditor's report.

## 5 Notices of meetings

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The Company seeks to ensure that the form, content and delivery of notices of general meetings will comply with its constitution, the Corporations Act and Listing Rules (as applicable). Notices of meeting and accompanying explanatory notes aim to clearly, concisely and accurately set out the nature of the business to be considered at the meeting. . In line with ASX's guidelines for notices of general meetings:

- (a) except in exceptional circumstances, issues are presented to shareholders as single resolutions;
- (b) explanatory memoranda, where appropriate, are included with the notice of meeting in respect of matters to be voted on at the meeting; and
- (c) any conflicts of interest of Directors on matters to be voted on will be clearly disclosed.

## 6 Announcements lodged with the ASX

ASX announcements made to the market, including annual and half year financial results, will be posted on the Company's website as soon as they have been released by the ASX.

## 7 Presentations

Copies of all investor presentations made to analysts and media briefings will be lodged with the ASX and posted on the Company's website as soon as they have been released by the ASX.

## 8 Questions

Shareholders with queries about their holdings of the Company's securities should contact the Company's share registry. Questions about the Company, its performance or other general investor inquiries should be directed to the Company via the contact details provided on the Company's website. All shareholder queries are to be dealt with courteously, impartially and promptly and any significant comments or concerns raised by a shareholder will be conveyed to the Board and/or Senior Management (as appropriate).

## 9 Approval, review and changes

- 9.1 This policy was approved and adopted by the Board on 30 August 2017.
- 9.2 The Board will review this policy and related procedures as often as the Board considers necessary to ensure this policy remains effective and relevant to the current needs of the Company.
- 9.3 The Board may amend this policy from time to time by resolution.

## Version Control

Version Number	Author	Purpose/ Change	Date
1	Talbot Sayer		30 August 2017
2	Company Secretary	Corporate Governance Principles 4 <sup>th</sup> Edition	24.08.2020
3	ER	Logo change	21.01.2021
4	Company Secretary	Board review	29.07.2025