



**GOLDFIELDS MONEY LIMITED**

ACN 087 651 849

**COMMUNICATIONS POLICY**

as adopted by the Board of Directors on 18 March 2016

---

**Introduction**

1. Goldfields Money Limited (the **Company**) is committed to effective communication with its shareholders, market participants, customers, employees, suppliers, financiers, creditors and other stakeholders, and the wider community. The Company will ensure that all stakeholders, market participants and the wider community are appropriately informed of its activities and performance.
2. The Company will endeavour to make publicly available all information to ensure that trading in its shares takes place in an efficient, competitive and informed market.
3. This Communications Policy contains the Company's approach and commitment to communication.

**Confidentiality**

4. Information the Company considers private, that is not generally available outside the Company (**Confidential Information**), and information the Company owns, develops, pays to have developed or to which it has an exclusive right (**Proprietary Information**), must be treated by the Company and all employees as follows:
  - (a) The Company and all employees must ensure they do not disclose any Confidential Information or Proprietary Information to any third party or other employee who does not have a valid business reason for receiving that information.
  - (b) If Confidential Information or Proprietary Information is required to be provided to third parties or other employees for valid business purposes, the Company and its employees must:
    - (i) take adequate precautions to ensure that information is only used for those purposes for which it is provided and is not misused or disseminated to the Company's detriment; and
    - (ii) ensure that the information is returned or destroyed when the purpose is complete.
5. Such precautions include obtaining a confidentiality agreement or other undertaking. Advice about these measures can be obtained from the Company Secretary.
6. Any information concerning the Company which is not generally available, and which may have a material effect on the price or value of the Company's securities, may need to be

disclosed in order for the Company to comply with its continuous disclosure obligations referred to in its Continuous Disclosure Policy, and in paragraphs 7 and 8 of this Communications Policy.

### **Continuous disclosure**

7. The Company is a public company listed on the Australian Securities Exchange (**ASX**). It is subject to continuous disclosure requirements under the Corporations Act 2001 (Cth) and the Listing Rules of ASX Limited (**Listing Rules**), in addition to periodic and specific disclosure requirements.
8. A fundamental component of the Company's Communication Policy is its continuous disclosure program. To ensure the Company complies with its continuous disclosure obligations, the Board has adopted a Continuous Disclosure Policy.

### **Communications with the ASX**

9. All communication with the ASX will be in accordance with the Listing Rules. The Company Secretary (or in his or her absence the Chief Executive Officer/Managing Director) is responsible for communications with ASX.
10. Information communicated to ASX will also be placed on the Company's website.
11. For further information refer to the Company's Continuous Disclosure Policy.

### **Communication with shareholders and the market**

12. The Communications Policy is designed to ensure that the Company:
  - (a) provides timely and accurate information equally to all shareholders and market participants regarding the Company including its financial situation, performance, ownership, strategies, activities and governance; and
  - (b) adopts channels for disseminating information that are fair, timely and cost efficient.
13. In addition to those policies and processes contained in the Continuous Disclosure Policy, the Company has implemented a number of processes to ensure achievement of these goals.

### **Company Meetings**

14. The meetings of shareholders of the Company (**Meetings**) represent an opportunity for the Company to provide information to its shareholders. The Company encourages attendance at, and participation in, Meetings.
15. A notice of meeting will be sent to shareholders prior to Meetings, including details of the time and place of the Meeting, the resolutions to be considered and proxy voting procedures.

### **Information on the website**

16. The Company's website is one of the cornerstones of the Company's Communication Policy. All information released to the ASX will be posted on the Company's website as soon as practicable after the ASX has confirmed that it has received the information and that the information has been released to the market.

## **Briefings**

17. The Company recognises the importance of the relationship between the Company and its institutional investors, brokers and analysts. The Company may from time to time conduct briefings to these groups. In these cases, the following protocols will apply:
- (a) material information which is required to be disclosed under the Continuous Disclosure Policy will not be disclosed at these briefings unless it has been previously, or is simultaneously, released to the market;
  - (b) if material information which has not been disclosed is inadvertently released, the Company will immediately release it to the market via the stock exchange and place it on the Company's website;
  - (c) questions at briefings that deal with material information that has not previously been disclosed will not be answered; and
  - (d) the Company will place a copy of the presentation material on the Company's website.

## **Communication with employees**

18. The Company recognises that its employees are central to the Company's success. In order to enable staff to fulfil their role to the high standards required and to promote employee satisfaction, the Company aims to ensure effective communication with employees. Effective communication with employees starts with their direct manager and with accessibility to senior management.
19. The Company will from time to time conduct employee briefings so that all staff are aware of activities within the Company. These briefings may be conducted by the Chief Executive Officer / Managing Director or an appropriate manager.

## **Electronic communication**

20. The Company's email system allows staff to communicate simply and easily with each other and with management. All employees have access to this system and are encouraged to use it to improve the flow of information and communication generally. The Company will use email to ensure a continued flow of the information and to communicate effectively with staff. Staff should feel free to communicate with any member of management by email.
21. In addition, the Company's website is an important communication tool for employees. It contains a range of information which relates to employees including relevant policies and codes, media and market announcements and presentations to shareholders and institutional investors. Employees are encouraged to view the website on a regular basis so that they can keep up to date with information concerning the Company.

## **Website**

22. The Company is committed to ensuring that all stakeholders regularly receive information about the Company and its activities. While individual briefings may be held with key stakeholders, such as financiers, the principal means of ensuring that the stakeholders have access to information will be through the Company's website.
23. The Company's website is the primary means to provide information to all stakeholders. It has been designed to enable information to be accessed in a clear and readily accessible manner.

24. The following will be available on the Company's website:
- (a) all announcements and releases to the ASX;
  - (b) copies of presentations to shareholders, institutional investors, brokers and analysts where possible;
  - (c) any media or other releases;
  - (d) all notices of meeting and explanatory material;
  - (e) a copy of the Company's most recent annual report as well as previous annual, half yearly and quarterly reports;
  - (f) all of the Company' codes, policies and charters; and
  - (g) any other relevant information concerning non-confidential activities of the Company including business developments.

**Additional information**

25. If you have any questions arising from the Company's Communications Policy, please contact the Company Secretary.