

<b>BOARD</b>	<b>Related Party Transactions Policy</b>
<b>Responsibility of</b>	<b>Members of the Board</b>
<b>Objectives</b>	To ensure that all Related Party Transactions are declared by members of the Board. To ensure that the Board manages any risks associated where the interests of a related party may influence the decision-making of Board members to the detriment of the interests of members of the Board as a whole when the Board is considering whether to enter into a transaction with a related party.
<b>Procedures</b>	<ol style="list-style-type: none"> <li>1. Related Party Transaction Declaration to be completed at the last meeting of the Board each year, December. <ul style="list-style-type: none"> <li>• All Board members must complete a declaration regardless if they have not had any transactions during the course of the year.</li> <li>• The declaration will be used to inform the Board audit of the Board by disclosing related party transactions in the financial report of the Board.</li> <li>• Any positive notifications that a transaction has occurred will be investigated by the CEO and another Member of the Board that is not a related party to the transaction to determine the extent and impact of the Board decision.</li> </ul> </li> </ol>
<b>Board Expectations</b>	<ul style="list-style-type: none"> <li>• That all related party transactions are recorded.</li> </ul>
<b>Document Control</b>	<ul style="list-style-type: none"> <li>• Jan 2018, Approved by the Board</li> <li>• Approved Dec 2019, Nov 2020, Oct 2021, Sept 2023</li> </ul>