

## GROUP COMMUNICATIONS POLICY

### Collins Foods Limited (the **Company**)

#### **1 Introduction**

- 1.1 This Policy applies to the Company and all of its subsidiaries (**Group**).
- 1.2 The Group is committed to effective communication with its shareholders, market participants, customers, employees, suppliers, financiers, creditors, other stakeholders and the wider community. The Company will ensure that all stakeholders, market participants and the wider community are informed of its activities and performance.
- 1.3 The Group will endeavour to make publicly available all information to ensure that trading in its shares takes place in an efficient, competitive and informed market.
- 1.4 This Communications Policy contains the Group's approach and commitment to communication.

#### **2 Confidentiality**

- 2.1 Information that the Group considers private and that is not generally available outside the Group (Confidential Information) and information that the Group owns, develops, pays to have developed or to which it has an exclusive right (Proprietary Information) must be treated by the Group and all employees as follows:
  - (a) Group employees must ensure that 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, Group 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 Group's detriment; and
    - (ii) ensure that the information is returned or destroyed when the purpose is complete.
- 2.2 Such precautions include obtaining a confidentiality agreement or other undertaking. Advice about these measures can be obtained from the Company Secretary.
- 2.3 Any information concerning the Group 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 Group to comply with its continuous disclosure obligations referred to in its Continuous Disclosure Policy and as otherwise outlined in this Policy.

#### **3 Continuous disclosure**

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

Document No	Prepared by	Approved by	Date
CFL-POL-CG-004 v3	CS	Board	February 2022

## Communications with the ASX

- 3.3 All communication with ASX will be in accordance with ASX Listing Rules. The Company Secretary (or in their absence the CEO, Group CFO or Chief Legal and Compliance Officer) is responsible for communications with ASX.
- 3.4 Information communicated to ASX will also be placed on the Group's website.
- 3.5 For further information refer to the Group Continuous Disclosure Policy and Group Disclosure Guidelines.

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## 4 Communication with shareholders and the market

- 4.1 This Communication Policy is designed to ensure that the Group:
- (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.
- 4.2 In addition to those policies and processes contained in the Group Continuous Disclosure Policy and Group Disclosure Guidelines, the Group has implemented a number of processes to ensure achievement of these goals.

### Company meetings

- 4.3 The meetings of shareholders of the Company represent an excellent opportunity for the Group to provide information to its shareholders. The Group encourages attendance at, and participation in, general meetings.
- 4.4 A notice of a 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

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

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## 5 Communication with employees

- 5.1 The Group recognises that its employees are central to the Group's success. In order to enable staff to fulfil their role to the high standards required and to promote employee satisfaction, the Group aims to ensure effective communication with employees. Effective communication with employees starts with their direct manager and with accessibility to senior management.

### Employee briefings

- 5.2 The Group will from time to time conduct employee briefings so that all staff are aware of activities within the Group. These briefings may be conducted by the CEO, Group CFO, Chief People Officer or an appropriate manager.

### Electronic communication

- 5.3 The Group'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 Group 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.

### Website

- 5.4 The Group'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 Group.

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## 6 Communications with the media

All communication with the media will be through the authorised persons as set out in the Group Disclosure Guidelines.

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## 7 Communications with other stakeholders

The Company is committed to ensuring that all stakeholders regularly receive information about Group activities. While individual briefings may be held with key stakeholders, such as financiers, the principal means of ensuring that stakeholders to have access to information will be through the Group website.

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## 8 Website

8.1 The Group'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.

8.2 The following will be available on the Group 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 meetings and explanatory material;
- (e) a copy of the Group's most recent annual report as well as previous annual, half yearly and quarterly reports;
- (f) all Group codes, key policies and charters; and
- (g) any other relevant information concerning non-confidential activities of the Group including business developments.

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## 9 Additional information

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

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## 10 Review

10.1 The Board will review this Policy every two years.

10.2 The Company Secretary will communicate any amendments to employees as appropriate.

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