

# EXTERNAL COMMUNICATIONS POLICY

## Overview

The purpose of this policy is to ensure that Emerald employees, contractors and service providers understand the content restrictions and approval process required prior to the release of any formal or informal Emerald branded communication or communication which may be attributed to Emerald, intended for an external audience or which may end up in the public domain.

The objective of this policy is to minimise the risk of regulatory breach due to selective or inadvertent disclosure of material information, adverse publicity, damage to Emerald's reputation or damage to stakeholder relationships and to ensure all external messages and communication align with Emerald's Vision and Values and reflect the agreed position taken by Emerald on the subject matter being communicated.

## External Communications Procedure

Unless you are an Emerald Spokesperson, you must not release, publish, submit or present External Communication to any external party or express views, opinions or policy which may be attributed Emerald.

Emerald Spokespeople include the Chair, Managing Director, Company Secretary, Chief Financial Officer, Operations Managers and authorised representatives from the Company's investor relations consultant, GT Communications.

External Communications include;

- Emails
- Social media posts
- Interactions at networking events
- Interactions with shareholders or potential investors
- Interactions with the media
- Australian Securities Exchange (ASX) releases
- Interactions with analysts

All enquiries into the business intended for an external audience should be directed to an Emerald Spokesperson. All media enquiries must be directed to the Managing Director or Company Secretary (except local media enquiries which may be managed by the respective Operations Manager).

All forms of contact by an external party such as the media, shareholder or analyst you have no obligation to respond to that party and you should not respond. You should, however, record the person's name, organisation, contact details, details of their enquiry and if there is a deadline. Inform your manager or Emerald representative immediately who will then inform an Emerald Spokesperson.

If you inadvertently disclose any material information, you must immediately notify the Managing Director or the Company Secretary who will proceed with the matter under the Continuous Disclosure Policy.

Authorised on behalf of the Emerald Board of Directors.



Morgan Hart  
Managing Director  
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