

## Australian Power and Gas Company Limited

### Share Trading Policy

#### 1. Introduction

1.1 The shares of Australian Power and Gas Company Limited ACN 077 206 583 (Company) are listed on Australian Stock Exchange Limited (ASX).

1.2 This policy outlines:

- (a) when directors, senior management and other employees may deal in Company Securities;
- (b) when directors, senior management and other employees may deal in listed Securities of another entity (because they may obtain inside information about another entity's securities while performing their duties for the Company); and
- (c) procedures to reduce the risk of insider trading.

#### 2. Defined terms

In this policy:

**Company Securities** includes shares in the Company, options over those shares and any other financial products of the Company traded on ASX.

**Designated Officer** means a director or person engaged in the management of the Company, whether as an employee or consultant.

**Disclosure Officer** means the person appointed to act as Disclosure Officer under the Company's market disclosure policy or the Chairman.

#### 3. Insider trading

3.1 If a person has information about securities and the person knows, or ought reasonably to know, that the information is inside information, it is likely to be illegal for the person to:

- (a) deal in the securities;
- (b) procure another person to deal in the securities; or
- (c) give the information to another person who the person knows, or ought reasonably to know, is likely to:
  - (i) deal in the securities; or
  - (ii) procure someone else to deal in the securities.

3.2 Insider trading is a criminal offence. It is punishable by substantial fines or imprisonment or both. A company may also be liable if an employee or director engages in insider trading.



3.3 Insider trading may also attract civil penalties. A court may impose substantial pecuniary penalties for insider trading and order payment of compensation to persons who suffer loss or damage because of insider trading.

#### 4. What is inside information?

4.1 Inside information is information that:

- (a) is not generally available; and
- (b) if it were generally available, would, or would be likely to, influence persons who commonly invest in securities in deciding whether to acquire or dispose of the relevant securities.

4.2 Information is generally available if it:

- (a) is readily observable;
- (b) has been made known in a manner likely to bring it to the attention of persons who commonly invest in securities of the relevant type and a reasonable period for that information to be disseminated has elapsed since it was made known; or
- (c) consists of deductions, conclusions or inferences made or drawn from information falling under paragraphs 4.2(a) or 4.2(b).

#### 5. What is dealing in securities?

5.1 Dealing in securities includes:

- (a) applying for, acquiring or disposing of, securities;
- (b) entering into an agreement to apply for, acquire or dispose of, securities; and
- (c) granting, accepting, acquiring, disposing, exercising or discharging an option or other right or obligation to acquire or dispose of securities.

5.2 A decision to join, or subscribe for shares under, any dividend reinvestment plan is not dealing in Company Securities.

#### 6. When employees may deal

6.1 An employee (who is not a Designated Officer) may deal in Company Securities or the listed securities of another entity if he or she does not have information that he or she knows, or ought reasonably to know, is inside information in relation to Company Securities or those securities of the other entity.

## 7. When employees may not deal

7.1 An employee (who is not a Designated Officer) may not deal or procure another person to deal in Company Securities or the listed securities of another entity if he or she has information that he or she knows, or ought reasonably to know, is inside information in relation to Company Securities or those securities of the other entity.

## 8. When a Designated Officer may deal

8.1 A Designated Officer may only deal in Company Securities:

- (a) during the 15 day period after the dates on which:
  - (i) the Company announces its Appendix 4C Quarterly Commitments Report to ASX
  - (ii) the Company announces its half-yearly results to ASX;
  - (iii) the Company announces its full year results to ASX; and
  - (iv) the Company holds its annual general meeting (assuming an update of the full year's results is given at the meeting); and
- (b) if he or she has complied with paragraph 10.

8.2 A Designated Officer may deal in the listed securities of another entity if he or she does not have information that he or she knows, or ought reasonably to know, is inside information in relation to those securities.

## 9. When a Designated Officer may not deal

9.1 A Designated Officer may not deal or procure another person to deal in Company Securities if:

- (a) he or she has information that he or she knows, or ought reasonably to know, is inside information in relation to Company Securities; or
- (b) he or she has not complied with paragraph 10.

9.2 A Designated Officer may not deal or procure another person to deal in the listed securities of another entity if he or she has information that he or she knows, or ought reasonably to know, is inside information in relation to those securities.

## 10. Clearance from the Disclosure Officer

10.1 Before dealing in Company Securities, a Designated Officer must first inform the Disclosure Officer and obtain clearance.

10.2 The Disclosure Officer may only give clearance during the periods set out in paragraph 8.1(a) However, the Designated Officer may not give clearance during those periods if:

- (a) there is a matter about which there is inside information in relation to Company Securities (whether or not the Designated Officer knows about the matter) when the Designated Officer requests clearance or proposes to deal in Company Securities; and
- (b) the Disclosure Officer has any other reason to believe that the proposed dealing breaches this policy.

10.3 The Disclosure Officer must keep a written record of:

- (a) any information received from a Designated Officer in connection with this policy; and
- (b) any clearance given under this policy.

## 11. Exceptional circumstances

11.1 The Disclosure Officer may give clearance for a Designated Officer to buy or sell Company Securities in exceptional circumstances where the Designated Officer would otherwise not be able to do so under this policy.

11.2 The Disclosure Officer may not give clearance under the exception in paragraph 11.1 if there is a matter about which there is inside information in relation to Company Securities (whether or not the Designated Officer knows about the matter) when the Designated Officer requests clearance or proposes to deal in Company Securities.

11.3 The Disclosure Officer will decide if circumstances are exceptional.

## 12. Dealings by associated persons and investment managers

12.1 If a Designated Officer may not deal in the Company Securities, he or she must prohibit any dealing in the Company Securities by:

- (a) any associated person (including family or nominee companies and family trusts); or
- (b) any investment manager on their behalf or on behalf of any associated person.

12.2 For the purposes of paragraph 12.1, a Designated Officer must:

- (a) inform any investment manager or associated person of the periods during which the Designated Officer may and may not deal in Company Securities; and
- (b) request any investment manager or associated person to inform the Designated Officer immediately after they have dealt in Company Securities.

12.3 A Designated Officer does not have to comply with paragraphs 12.1 and 12.2 to the extent that to do so would breach their obligations of confidence to the Company.

### 13. Communicating inside information

13.1 If an employee (including a Designated Officer) has information that he or she knows, or ought reasonably to know, is inside information in relation to Company Securities or the listed securities of another entity, the employee must not directly or indirectly communicate that information to another person if he or she knows, or ought reasonably to know, that the other person would or would be likely to:

- (a) deal in Company Securities or those securities of the other entity; or
- (b) procure another person to deal in Company Securities or the securities of the other entity.

13.2 An employee must not inform colleagues (except the Disclosure Officer) about inside information or its details.

### 14. Speculative dealing

14.1 A Designated Officer may not deal in Company Securities on considerations of a short term nature.

### 15. Use of brokers

15.1 An employee who deals in securities should use only one broker. Employees may not use broker credit.

### 16. Breach of policy

16.1 A breach of this policy by an employee is serious and may lead to disciplinary action, including dismissal in serious cases. It may also be a breach of the law.

### 17. Distribution of policy

17.1 This policy must be distributed to all Designated Officers.

### 18. Assistance and additional information

18.1 Employees who are unsure about any information they may have in their possession, and whether they can use that information for dealing in securities, should contact the Disclosure Officer.