



Tower Limited

# Corporate Disclosure Policy

May 2024

<b>Policy Name</b>	Corporate Disclosure Policy
<b>Policy Type</b>	Board
<b>Management Owner</b>	General Counsel & Company Secretary
<b>Version Number</b>	7.0
<b>Approver</b>	Tower Limited Board
<b>Locations covered by this policy:</b>	All
<b>Date of Approval</b>	20/02/2024
<b>Effective From</b>	27/05/2024
<b>Date of Next review</b>	30/09/2025
<b>Policies replaced by this policy:</b>	Corporate Disclosure Policy 5.1
<b>Supporting Policies</b>	Code of Conduct Policy. Insider Trading and Market Manipulation Policy Social Media Guidelines

## Document History

<b>Version</b>	<b>Date</b>	<b>Changes</b>	<b>Author</b>	<b>Date Approved</b>
1.0	May 2024	Updated to new policy format, creation of management Disclosure Committee	Arna Neems   Senior Corporate Governance Counsel	

## 1. Purpose and Scope

- 1.1. The purpose of the Corporate Disclosure Policy (**Policy**) is to set out the principles to be followed by Tower Limited (the **Company** or **Tower**) and its subsidiaries to comply with statutory and NZX and ASX Listing Rule continuous disclosure obligations.
- 1.2. This Policy applies to all directors, employees, contractors and consultants of Tower and its subsidiaries (**personnel**) and sets out the procedures to be followed so that Tower complies with its continuous disclosure obligations.

## 2. What is material information?

**Material Information** means any information related to Tower that:

- a. a reasonable person would expect, if it were generally available to the market, to have a material effect on the price of the Company's shares; and
- b. relates to the Company's shares, or to the Company, or particular listed issuers, rather than to securities or listed issuers generally.

## 3. Policy Principles

- 3.1 Tower is committed to providing the market with Material Information in compliance with its continuous disclosure obligations. The purpose of these obligations is to provide market participants with equal access in a timely manner to Material Information, to promote a fair, orderly and transparent market.
- 3.2 Tower will release all Material Information concerning it to the NZX and ASX promptly and without delay as soon as a Director or Senior Manager (as defined in the Financial Markets Conduct Act 2013) (**Senior Manager**) has, or ought reasonably to have, come into possession of that information in the course of the performance of their duties unless an exception to those disclosure obligations applies under the Listing Rules and the Company chooses not to disclose the information.
- 3.3 It is important that all staff escalate actual or potentially Material Information as set out in this Policy so that it may be assessed and, if required, disclosure made promptly and without delay. The outcomes of decisions on disclosure must also be recorded.
- 3.4 Material Information relating to Tower will not be communicated to any third party until that information has first been disclosed to NZX and ASX except as otherwise contemplated by the Policy or allowed by the Listing Rules.

### False Markets

- 3.5 A "false market" is a situation where there is a market for Tower's shares which is materially influenced by false or misleading information which is of a reasonably specific nature (whether or not an exception to the disclosure rules applies) and is from the issuer (i.e. Tower) or its associated persons, or from other persons in circumstances which would give the information substantial credibility.
- 3.6 Any information, including rumours or market speculation, that may give rise to a false market in Tower's shares must be reported to a member of the Disclosure Committee promptly and without

delay.

- 3.7 The Disclosure Committee (see clause 4.2 below) will review the information referred to it to determine whether a corrective statement should be issued to NZX/ASX. If the Disclosure Committee considers that a corrective announcement is or may be required, it will notify the Chair, of the Tower Board and, if required, Tower will promptly and without delay release to NZX/ASX Material Information, in the form approved by the Chair of the Tower Board, to the extent necessary to prevent the development or subsistence of a false market. Except for this requirement, Tower does not respond to rumours or market speculation. If the Chair of the Tower Board is not available, the Chair of the Audit Committee will be notified and review any Material Information to be disclosed.
- 3.8 No employee of the Company is authorised to respond to rumours or market speculation without the express prior written approval of the Chief Executive Officer or the Chair.

### **Analyst and Investor Briefings**

- 3.9 Occasionally, Tower may conduct analyst and investor briefings. When those briefings are conducted:
- a. no Material information will be disclosed unless it has been previously released to NZX and ASX; and
  - b. questions at briefings that deal with Material information not previously disclosed will not be answered.
- 3.10 Tower is not responsible for, and does not endorse, reports by analysts commenting on Tower. If an analyst sends a draft report to Tower for comment, it must immediately be sent to the Disclosure Committee. Any response to it will not include Material information that has not been disclosed to the market. It will only be reviewed to correct factual inaccuracies. No comment will be made on any profit forecasts contained in it.
- 3.11 To preserve transparency and confidence in Tower's disclosure practices, all information given to analysts at a briefing, such as presentation slides, must be released to the NZX and ASX and then posted on Tower's website. The information must always be released to the NZX and ASX before it is presented at the briefing.

### **Exceptions to disclosure**

- 3.12 There are some exceptions to the requirement to disclose Material information. These are when:
- a. a reasonable person would not expect the information to be disclosed;
  - b. the information is confidential, and its confidentiality is maintained; and
  - c. one of the following applies:
    - i. the release of information would be a breach of the law;
    - ii. the information concerns an incomplete proposal or negotiation;
    - iii. the information comprises matters of supposition or is insufficiently definite to warrant disclosure;
    - iv. the information is generated for internal management purposes of Tower; or
    - v. the information is a trade secret.
- 3.13 All three elements set out above must be satisfied before the exception to the continuous disclosure obligation applies. Should any of these elements no longer be satisfied, Tower will

disclose the information to NZX and ASX promptly and without delay.

3.14 A reasonable person would not expect the information to be disclosed if the release of the information would:

- a. unreasonably prejudice the issuer; or
- b. provide no benefit to a person who commonly invests in securities.

## 4. Roles and Responsibilities

### All employees

4.1 All personnel must:

- a. immediately disclose the full details of any Material information or any information that may potentially be Material information that comes to their attention, to a Disclosure Committee member. This is important as Tower is deemed to be aware of information if a Director or Senior Manager has, or ought reasonably to have, come into possession of the information in the course of the performance of their duties;
- b. report to the General Counsel & Company Secretary for investigation any known or suspected instances of non-compliance with this Policy (including inadvertent or accidental instances) or events that give rise to a risk of non-compliance; and
- c. maintain the confidentiality of all Company information to avoid premature disclosure.

### Disclosure Committee

4.2 A Management Disclosure Committee (**Disclosure Committee**) has been established to assist the Board in complying with Tower's disclosure obligations. The Committee comprises the Chief Executive Officer, Chief Financial Officer, Chief Risk Officer, and General Counsel & Company Secretary.

4.3 The Disclosure Committee is responsible for establishing and implementing processes and controls and determining guidelines to assist Tower in meeting its continuous disclosure obligations, including:

- a. monitoring, determining and implementing the Company's disclosure obligations under relevant legislation and stock exchange listing rules;
- b. reviewing and implementing this Policy and the process for identifying, escalating and disclosing Material Information;
- c. assessing the circumstances surrounding any significant movement in the price of the Company's shares, and other sudden or unexpected events in a timely manner and escalating these to the Board for consideration as noted below;
- d. assessing the materiality of information and making recommendations to the Board on information that should be disclosed to the market (including considering routine information generated by the Company (e.g. trading metrics)). If there is any doubt about materiality or whether the information concerned relates to a matter of fundamental significance to the Company then the potential disclosure must be escalated to the Board, The Committee will also notify the Board immediately if it considers there is information that is material, or of fundamental significance;
- e. promoting corporate practices aimed at ensuring an informed investor market;
- f. reporting to the Board on issues concerning disclosure compliance; and
- g. seeking external advice on the application of the continuous disclosure rules.

- 4.4 The Disclosure Committee is authorised to make stock exchange announcements that are routine announcements of an administrative nature including, but not limited to, meeting dates, and changes in Directors' interests, provided those announcements have first been approved by the General Counsel & Company Secretary.
- 4.5 The Board and Disclosure Committee have delegated to the General Counsel & Company Secretary responsibility for:
- a. overall administration of this Policy;
  - b. all communications with NZX and ASX;
  - c. release of material information to NZX and ASX; and
  - d. appropriate education for personnel of the details of this Policy and specifically the escalation procedure noted under 4.1.
- 4.6 Where any member of Tower's personnel has brought any Material Information or any information that may potentially be Material Information to the attention of a member of the Disclosure Committee, that member of the Disclosure Committee must immediately bring that information to the attention of the other members of the Disclosure Committee.

#### **The Board**

- 4.7 The Board is responsible for ensuring that Tower complies with its disclosure obligations. At each Board meeting, the Board will specifically consider whether there are any matters requiring disclosure in accordance with this Policy arising from the matters discussed at the meeting or otherwise.
- 4.8 Subject to subsection 4.9 below, Board approval is required in respect of making announcements that are within the reserved powers of the Board (and responsibility for which has not been delegated to management) or matters that are otherwise of fundamental significance to the Company, or Material Information. Such matters may include, but are not limited to:
- a. financial results;
  - b. profit outlooks;
  - c. capital management actions or dividend declarations or determinations;
  - d. company-transforming transactions or events;
  - e. significant corporate actions;
  - f. resignations and appointments of Directors; and
  - g. any other matters that are determined by the Disclosure Committee to be of fundamental significance to the Company or Material Information.
- 4.9 Where necessary to meet the requirement to make an announcement promptly and without delay, the Tower Board Chair is authorised to approve the release of any announcement. If the Board Chair is not available to approve the announcement, the Chair of the Audit Committee or the Chair of the Risk Committee is authorised to approve the announcement. In this circumstance, the approval of the full Board is not required.
- 4.10 If an announcement does not relate to matters outlined in paragraph 4.8 above but is more than administrative in nature, the approval of the announcement by the whole Board is not required. The Disclosure Committee will be authorised to release announcements of this nature having received approval of any two Directors.

- 4.11 Where an announcement is to be considered and approved by the Board, the Disclosure Committee should provide the Board with all relevant information necessary to ensure that it is able to fully consider matters dealt with in the announcement. If the Board considers a disclosure is not required, reasons for that decision will be appropriately recorded.
- 4.12 The Board may at any time form a Board sub-committee to oversee continuous disclosure obligations.

### **Authorised Spokespeople**

- 4.13 The Board has delegated to the Disclosure Committee responsibility for disclosure of Material Information to the media and financial markets. Only the Chair, Chief Executive Officer and Chief Financial Officer are authorised to speak with the media, investment professionals or stakeholders in respect of Material Information. The Chair may, however, authorise other spokespersons on specific matters.
- 4.14 Other than approved spokespersons, no employee or associated person such as a contractor, adviser or other party is permitted to comment publicly on Material Information. Any information that is not in public should be treated by employees and associated parties as confidential until publicly released on NZX and ASX.
- 4.15 Authorised spokespersons will liaise closely with the Disclosure Committee to ensure all proposed public comments satisfy this Policy and to minimise the risk of inadvertent disclosures of Material Information.

## **5. Trading Halt**

- 5.1 In order to facilitate an orderly, fair and informed market it may be necessary to request a trading halt from NZX and ASX. Prior approval of the Chair and one other Director must be obtained in respect of any request for a trading halt.

## **6. Compliance**

- 6.1 Failure to comply with this policy may result in a breach of legislation, listing rules or other regulations. This may result in fines for the Company, personal liability for directors and other officers, and damage to Company reputation. Any breach of this policy must be reported to the General Counsel & Company Secretary and recorded in Protecht, and may result in disciplinary action, including dismissal.

## **7. Related Policies, Procedures, or Guidelines**

- a. Code of Conduct Policy.
- b. Insider Trading and Market Manipulation Policy
- c. Social Media Guidelines.

## **8. Review of Policy**

- 8.1 The policy will be reviewed every two years, or at any interval the Board considers necessary.