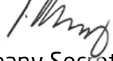


# 2016 Media Relations Policy

VERSION 3

Calibre Group Limited  
ABN 44 100 255 623

DATE	AUTHOR	APPROVED BY
30-06-16	D Clark	 P Massey, Company Secretary



## MEDIA RELATIONS POLICY

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**Calibre is an unlisted public company and is subject to Corporations Act continuous disclosure principles on ad hoc publicity and public statements. Calibre must rapidly, completely and clearly inform the market of events anywhere in the Group that according to general experience may lead to a marked change in the price of the Calibre stock, hereafter described as events of a material nature.**

Calibre communicates in a credible and professional way that is:

- active, continuous and personal;
- complete, on time and up-to-date;
- open, transparent and comprehensible; and
- target-oriented, on the right level and truthful.

Calibre's risk management requires disclosure and delegations policies. This policy further guides leaders across the business in elements of those policies. Close coordination between the [Company Secretary](#) and the Group companies is absolutely critical.

The following table contains examples of what topics fall within Calibre disclosure principles, if assessed to have a material effect on the price of Calibre securities:

- financial reporting for the company or group company;
- process innovations and news;
- market strategy: growth, diversification, investments, divestments etc.;
- company strategy: growth, diversification, investments, divestments etc.;
- local/regional safety or environment projects;
- corporate governance;
- research;
- safety or environment issues;
- nationally significant projects; and
- crises affecting one or more areas or sites.

## Who Talks About What?

ISSUE	WHO COMMUNICATES
Media enquiry, information, activity relating to the Group as a whole	Any enquiry from the media and any information or activity targeted at the media must be channelled through the <a href="#">Company Secretary</a> who provides information/acts within their own area of responsibility.
Specific incident, potential crisis	<p>Proceed as per Crisis Communication Plan</p> <p>Reminder: serious incident has crisis potential if one or more question below can be answered with yes:</p> <ul style="list-style-type: none"> <li>• Are people hurt – potentially will be?</li> <li>• Is environment/community affected – potentially will be?</li> <li>• Is production/supply/delivery affected – potentially will be?</li> <li>• Is operation/financial situation seriously compromised – potentially will be?</li> <li>• Is probity or ethical behaviour challenged – potentially will be?</li> </ul>
Legal issues of a material nature	Legal Counsel to respond where contractual or where timing is appropriate and not in conflict with blocking periods or other restrictions via the <a href="#">Company Secretary</a> .
Investor issues	<p>The Company Secretary coordinates communications by Chairman, CEO and CFO on:</p> <ul style="list-style-type: none"> <li>• Corporate governance issues; and</li> <li>• Financial results in accordance with Corporations Act.</li> </ul>
General issues, of a material nature, when known or at planning stage and do not contain confidential details	Group Executive member provides information, coordination after obtaining approval from the <a href="#">Company Secretary</a> . Checks back with CEO if outside of his/her sphere of competence.

**In Case of doubt, contact the [Company Secretary](#).**

**The following rules govern the ongoing exchange of information between the Company Secretary and Group Company executives:**

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Exclusive responsibility of the Company Secretary	Media releases and other written information to the public and media-related activities on the part of Group companies must be approved by the Company Secretary if the content is of a material nature.
Primary responsibility of the Group companies, with duty to coordinate with the Company Secretary	Immediately passes on information concerning media enquiries about the Group or other companies/markets of a material nature.

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