

Shareholder Communications Policy



Policy Owner:
Reviewed and Approved:

Company Secretary
24 June 2016

1. Introduction

The Board of Cleanaway Waste Management Ltd and its controlled entities (“CWY”) recognises the importance of engaging with shareholders and the general investment community (collectively referred to as **CWY Investors**), and therefore is committed to promoting and ensuring that it is communicating effectively and regularly to CWY Investors.

This Shareholder Communications Policy (**Policy**) is designed to ensure that all communications with CWY Investors are managed in an appropriate and balanced manner that promotes clear information about the Company.

This Policy must be complied with by all directors, executives, employees, contractors and consultants, who are employed by, act for or represent CWY (collectively referred to as **CWY Personnel**).

This Policy must be read in conjunction with the Company’s Continuous Disclosure Policy, which can be obtained from www.cleanaway.com.au (referred to as **the Company’s website**).

2. Authorised Spokespersons

Other than those authorised people under the Continuous Disclosure Policy, no CWY Personnel is authorised to make any public statements directly or indirectly, or comment publicly in relation to material public information about CWY, unless prior written approval from the CEO is obtained.

3. How do we communicate with CWY investors?

3.1 Annual General Meetings (AGM)

The Company holds its AGMs at central locations that are close to public transport and at a reasonable time to encourage more shareholders to attend the AGM.

To assist shareholders on how to exercise their votes, the Company ensures that the notice of meeting includes detailed explanation notes and the Directors’ recommendation on each resolutions on the notice of meeting.

We encourage shareholders’ participation at the AGM by:

- (a) ensuring key members of the management team are present at the AGM to meet with shareholders and that its external auditor attends the AGM to answer any questions regarding the conduct of their audit;
- (b) providing reasonable opportunity for shareholders to ask questions regarding the items of business;
- (c) encouraging shareholders to discuss any further matters they may have about the Company with the Directors and key management members after the AGM;
- (d) providing the opportunity for shareholders to submit a question if they are unable to attend the AGM; and

- (e) providing the options of lodging proxies electronically via a computer, a mobile device or by completing and returning a physical proxy form.

3.2 Annual Report

The Company publishes an annual report around September each year. The annual report provides an overview of the Company's activities and performance over a financial year. The annual report includes information about the Company's environmental and social initiatives which are otherwise not publicly available. Shareholders may opt to receive a printed copy or an electronic copy of the annual report. CWY Investors can download the Company's annual report from the Company's website or the ASX website or contact the Company Secretary to request a copy.

3.3 CWY website

The Company ensures that all material announcements such as financial results and accompanying financial statements, ASX releases, annual reports and presentations to analysts, are available the following business day on the Company's website.

The Company's corporate governance practices and related policies, dividend reinvestment plan rules, media releases, investor relations and other general information about the Company such as, Board and Committee Charters, profiles of Directors and Senior Executives, financial calendar dates, are also available on the Company's website.

3.4 Announcements to market

The Company is committed to ensuring it makes timely and balanced disclosure in compliance with its obligations under the *Corporations Act 2001* (Cth) and the ASX Listing Rules. All announcements to the ASX are available on ASX website at www.asx.com.au.

Further details on how the Company manages its continuous disclosure obligations are set out in the Company's Continuous Disclosure Policy, accessible on the Company's website.

3.5 Company Briefings and Analyst Reports

The Company regularly holds group and individual briefings for analysts, investors and the media to discuss and/or provide further clarity on previously disclosed information about the Company. For example, following the half-year and full-year results, the Company will hold a presentation of the results as well as answer pertinent questions related to those results. Shareholders and the general investment community can join in the Company arranged teleconference call or webcast. Details of the conference call or webcast will be provided via the ASX announcements platform.

Further information in relation to how we manage briefings to investor, analyst and media is set out in the Company's Continuous Disclosure Policy.

3.6 Share Registry

The Company's Share Registry provides a telephone helpline to assist shareholders with any queries. The helpline numbers are:

- 1300 850 505 for Australia
- +61 3 9415 4000 if overseas

Shareholders have the option to review and update their personal information through a dedicated website provided by the Share Registry at www.computershare.com.au/easyupdate/cwy.

At the election of the shareholder, the Share Registry can send communications to the shareholder electronically. The Company encourages shareholders to provide their email address as it this will enable quicker dissemination of information to shareholder.

3.7 Administrative Inquiries

Inquiries that are of an administrative nature should be addressed to the Company Secretary at companysecretary@cleanaway.com.au.

4. Consequences of Breach

CWY Personnel who failed to adhere to this Policy will be treated as a serious matter and reports of contravention will be investigated by the Company. This could result in disciplinary action, including termination of employment.

5. Seeking Assistance

If you have any questions relating to this policy, please contact the Company Secretary or email companysecretary@cleanaway.com.au.

6. Review and Access

The Board will review this Policy as and when required.

This Policy will be available on the CWY Portal and circulated to CWY Personnel from time to time (where necessary).

This Policy was reviewed and approved by the Board on 24 June 2016.

Version control table

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