# Investor Relations Policy

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| **Document Owner** | **Head of Investor Relations** |
| **Document Author** | Head of Investor Relations |
| **Approver** | Board of AEI |
| **Version** | 2025 update |
| **Date Approved** | 25 June 2025 |
| **Next Review Date** | May 2027 |
| **Security Classification** | External Disclosure |

# Table of Contents

# 1 Purpose and Scope

The purpose of this policy is to outline communication with the Company's shareholders and other financial market stakeholders to provide them with information about itself and its governance, and to outline the Company's investor relations program.

This policy applies to the Australian Ethical Investment Limited Group (ASX:AEF) including its directors, employees and contractors.

# 2 Reference

This policy should be read in conjunction with the following related documents

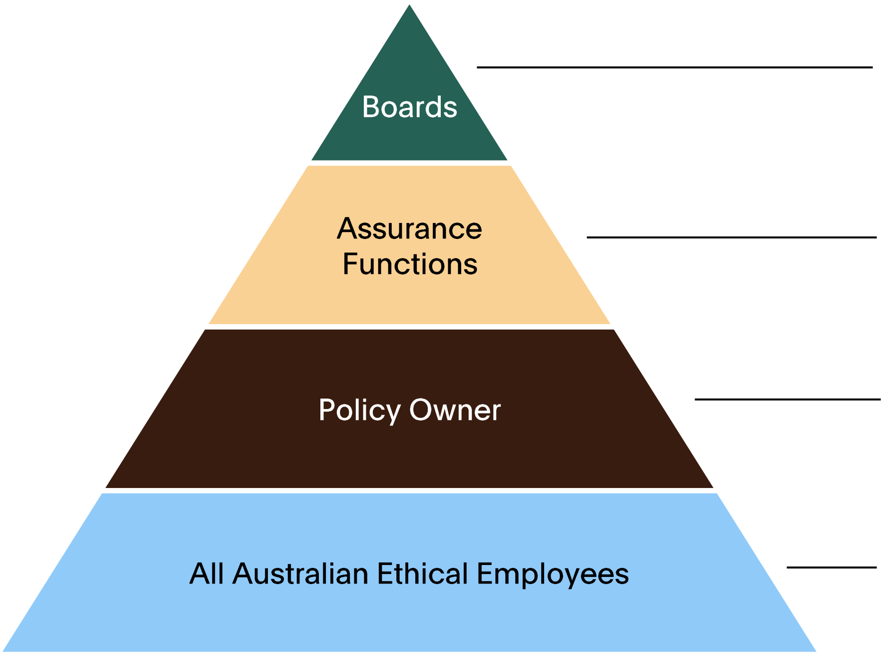
- Ethical Charter
- Code of Conduct
- Continuous Disclosure Policy
- Share Trading and Dealing in Australian Ethical Products Policy

# 3 Risk Management and Capacity

The below table outlines how the Policy relates to the Risk Management Framework:

| Risk | Response | Comments |
|---|---|---|
| Risk Appetite Statement | Finance | This Policy relates to Australian Ethical Investment Group and is aimed at setting the approach for shareholder and analyst communication |
| Board's Appetite | Actively Manage | |
| Risk Tolerance | Low | |

# 4 Roles and Responsibilities




Ultimate responsibility for the Australian Ethical Risk Management Framework

Perform targeted reviews on behalf of Australian Ethical and reports on risk governance, framework and effectiveness of delivery

The Policy Owner is responsible for developing and maintaining this Policy

Responsible for the implementation of this Policy and associated Practice Notes and Procedures and understanding the responsibilities for meeting the obligations contained in this Policy

# 5 Obligations and Accountabilities

The Board of Australian Ethical Investment Limited (the Company) recognises it needs to engage with its shareholders to provide them with appropriate information and communication mechanisms to allow them to exercise their rights as shareholders effectively. This includes:

a. giving shareholders access to information about the Company and its governance;
b. communicating openly and honestly with shareholders; and
c. encouraging and facilitating participation in shareholder meetings

Accountability and facilitiation of this communication is owned by Investor Relations.

## 5.1 Key components of the engagement are:

## Company Website

The Company website can be found at www.australianethical.com.au. The website has been designed to provide shareholders with information about the Company including:

a. an overview of the Company's current business;
b. the Company's history and the Ethical Charter that guides the Company's approach to investment;
c. ASX announcements;
d. Annual & Sustainability Reports;
e. Names, photos and brief biographical information relating to Directors;
f. Contact details for enquiries from investors, analysts and media; and
g. Contact details for the company's security registry.

The Company's website has a Corporate Governance section, where relevant corporate governance information can be accessed, including:

a. The Constitution, Board and Committee Charters;
b. A number of Group Policies;
c. The Corporate Governance Statement;
d. Proxy voting policy and records;
e. Workplace Gender Equality reporting; and
f. Duties and interests registers.

## Communicating with investors

The Company endeavours to meet with larger private and institutional shareholders upon request and responds to any enquiries they may make from time to time.

Twice a year, following the release of the half-yearly and annual results, the Company conducts an investor briefing via video webcast.

Following the half-yearly results, the Company convenes one-on-one and group briefings to provide the market and institutional shareholders with a full understanding of operational and financial performance. These discussions are based on information that has been previously released to the ASX.

The Company also conducts a number of one-on-one meetings with large private shareholders leading into the AGM for feedback on performance and to provide an overview of the AGM resolutions.

The Company does not hold meetings with analysts and investors within the Company 'blackout' period, which commences at 4pm on the last trading day of the half-year and financial year end and finishes after the release of the half year and full year results.

The Company may also interact with investors, analysts and the financial media on an ad hoc basis.

Shareholders are given the option to communicate with the Company and its share registry electronically. The company encourages electronic communication due to its lower environmental impact.

### Annual General Meeting

The Annual General Meeting is an important forum for two-way communication between the Company and its shareholders. It provides shareholders with the opportunity to:

- gain a greater understanding of the Company's business, governance, financial performance and prospects
- hear directly from the Board and Managing Director
- ask questions of the Board, Senior Management and the external auditor
- vote on shareholder resolutions recommended by the Board

The Company endeavours to actively engage with shareholders at its Annual General Meeting and encourages attendance and participation at its meetings. The Company provides information in the notice of meeting sent to shareholders that is presented in a clear, concise and effective manner.

All resolutions are put to a poll.

### 5.2 Conflicts of interest management

The Conflicts Management Policy addresses all conflicts that might arise, in particular the identification, monitoring, management, mitigation and resolution of conflicts.

### 5.3 Training and awareness

Investor Relations is responsible for ensuring that all relevant staff are aware of their obligations under this Policy and any Practice Note and that appropriate divisional procedures to meet the requirements of this Policy and any Practice Note are documented and operational.

# 6 Exceptions

It is not expected that any exceptions to this Policy will occur. In the unlikely event that exceptions are required these must be approved by the Chief Executive Officer or their delegate.

# 7 Adherence with Group Policies, Practice Notes and Procedures

Employees must adhere to, and are responsible for familiarising themselves with, all Australian Ethical's policies, practice notes and procedures.

# 8 Whistleblower provisions

In certain circumstances an individual may be concerned that unacceptable behaviour, misconduct or other reportable conduct (as defined in the Whistleblowing Policy) has occurred in relation to this Policy but be in a position where he or she believes it would be personally damaging to pursue through normal channels. The Whistleblowing Policy sets out the guidelines and procedures for dealing with information that may be provided with regard to unacceptable behaviour, misconduct, breaches of the Corporations Act 2001, the Australian Securities and Investments Commission Act 2001, the Superannuation Industry (Supervision) Act 1993 and all other matters relevant to whistleblowing. All employees are encouraged to report any known or suspected incidences of reportable conduct to the Whistleblower Protection Officer (WPO) (the Primary WPO is the Group General Counsel and the Secondary WPO is the Chief Risk Officer).

# 9 Point of contact

The Head of Invetor Relations is the points of contact for matters arising from this Policy.

# 10 Review cycle

This Policy will be reviewed on at least a two-yearly basis or as deemed necessary.