



## METCASH SHAREHOLDER COMMUNICATION POLICY

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### Introduction

Metcash Limited (**Metcash**) believes that shareholder and market confidence in all its dealings is paramount and is committed to ensuring it complies with continuous disclosure obligations so that its investors have timely and equal access to important company information.

Our disclosure policy states that once the company becomes aware of any information that it would expect to have a material effect on the company's share price, that information is disclosed immediately and as first priority to the ASX. Information to media and analysts is provided only after the ASX has been informed.

Information provided to the ASX is made available on the company's website so that all shareholders and other key stakeholders have timely access to it.

In addition to meeting these continuous disclosure obligations, Metcash ensures shareholders and the broader investment community have timely access to important company information through:

- providing information about the company and its governance to investors via its website at [www.metcash.com](http://www.metcash.com), including copies of its Board and Committee charters and core corporate governance policies; and
- a series of regular disclosure events during the financial year as set out below. The calendar for these events is posted on the company's website.

In addition, to facilitate effective two-way communication with shareholders, the Metcash website also contains a facility for shareholders to direct inquiries to the company.

### Full and Half Year Results Announcements

Metcash announces its financial results twice a year. Full year results are released in June and half-year results in November or December, through an announcement to the ASX and supplementary briefings for investors, market analysts and the media. These briefings are webcasted and the recording is made available on the company's website for all shareholders and other stakeholders to view. Results announcements provide a summary of the company's overall performance for the period, including profit, operating revenue, earnings per share and details of investor dividends. They also provide details on the financial performance of each of the company's divisions. Results announcements are also posted on the company's website after they are released to ASX.

### Annual General Meeting

Metcash holds its Annual General Meeting (**AGM**) for shareholders in August or September each year. At the meeting, shareholders have the opportunity to hear directly from the Board and Group CEO on company performance and objectives, ask questions on important issues, and vote on Board recommendations. The Chairman and Group CEO's AGM addresses and presentations are also released to ASX and then posted on the company's website.

Metcash seeks to maximise shareholders' ability to participate in the AGM process by:

- making directors, members of the senior management team and the external auditor available to answer questions from shareholders at the AGM and allowing shareholders in attendance a reasonable opportunity to ask questions regarding the items of business and the conduct of the annual audit of the company's financial results and preparation and content of the auditor's report;

- providing shareholders who are unable to attend the AGM with an opportunity to submit questions in advance of the meeting; and
- allowing shareholders to lodge proxies electronically.

### **Annual Report**

Metcash's Annual Report is released to the ASX and made available on the company's website. Upon request to the company's share registry, a hard copy of the Annual Report is mailed to shareholders. The Annual Report provides a concise summary of financial information for the previous financial year, an explanation of company performance and business strategies, statements from the Chairman and Group CEO, as well as information on management, remuneration, corporate governance and sustainability.

### **Market/Analyst Briefings**

To ensure the market and shareholders have a full understanding of the company's performance and strategies, Metcash convenes investor and analyst briefings twice a year on the financial performance and objectives of the company overall, and each of the company's divisions. These updates provide an opportunity for investors and analysts to speak directly with senior management and ask questions. These briefings are governed by strict protocols that ensure the company restricts its comments to information previously disclosed to the market or that which is already in the public domain. Supporting information, such as management presentations are released to the ASX and made available on the company's website.

To prevent inadvertent disclosure of market sensitive information, the company imposes communications black-out periods in relation to financial information from one month before the end of the company's financial reporting periods, being 30 April and 31 October, and the disclosure of its financial results to the ASX. During these periods Metcash will not hold briefings or meetings to discuss financial information.