



**Genetic Signatures Limited**  
**(ACN 095 913 205)**

## **Corporate Governance Charter**

## Definitions

<b>Act or Corporations Act</b>	Corporations Act 2001 (Cth)
<b>Annual General Meeting</b>	an annual general meeting of the Company
<b>ASX</b>	ASX Limited (ACN 008 624 691)
<b>ASX Recommendations</b>	the ASX Corporate Governance Council "Corporate Governance Principles and Recommendations" (as amended from time to time)
<b>Board</b>	board of Directors
<b>Board Policy</b>	policy of corporate governance in relation to the Board contained in section 2 of this Charter
<b>CFO or Chief Financial Officer</b>	chief financial officer or equivalent officer of the Company
<b>Chairman</b>	chairman of the Board
<b>Charter</b>	this Corporate Governance charter
<b>Code</b>	the Company's code of conduct as set out in section 4 of this Charter
<b>Company</b>	Genetic Signatures Limited (ACN 095 913 205)
<b>Company Secretary</b>	secretary of the Company
<b>Constitution</b>	constitution of the Company
<b>Continuous Disclosure Policy</b>	the Company's continuous disclosure policy as set out in section 4 of this Charter
<b>Director</b>	director of the Company
<b>Diversity Policy</b>	the Company's diversity policy as set out in section 3 of this Charter
<b>Employee</b>	an employee of the Company
<b>Executive</b>	an executive officer (whether or not a Director) involved in the strategic and operational management of the Group and including the Company Secretary
<b>Group</b>	the Company and its controlled entities
<b>Insider Trading Policy</b>	the Group's insider trading policy as set out in section 7 of this Charter
<b>Listing Rules</b>	the ASX Listing rules as amended from time to time
<b>Management</b>	the Group's management team comprising the Executives
<b>Managing Director</b>	the managing director of the Company as appointed from time to time
<b>Shareholder</b>	holder of shares in the Company
<b>Share Trading Policy</b>	the Company's share trading policy as set out in section 6 of this Charter

# Genetic Signatures Limited (ACN 095 913 205)

## 1. Introduction

Corporate governance is a set of systems, policies and procedures which define the way in which a company is governed. It establishes the objectives of a company ensuring that the administration and management of a company is undertaken in a manner which is consistent with the interests of the company's shareholders. Additionally, it establishes a system for monitoring and evaluating the achievement of those objectives.

The ASX Recommendations define corporate governance as "the framework of rules, relationships, systems and processes within and by which authority is exercised and controlled in corporations".

Corporate governance policies will vary from company to company as there is no single system of corporate governance that is applicable to all companies. A company must establish systems, processes and policies that help it achieve its objectives considering the nature and size of that company.

As a result, the Group has adopted policies to ensure that it has high-quality and transparent systems of corporate governance in place. These policies are incorporated in this Charter and are prepared in line with the ASX Recommendations which the Board recognises as best practice guidelines.

The Charter incorporates the following:

- (a) Board Policy – see section 2;
- (b) Diversity Policy – see section 3;
- (c) Audit & Risk Committee Charter – see section 4;
- (d) Nomination & Remuneration Committee Charter – see section 5;
- (e) Continuous Disclosure Policy - see section 6;
- (f) Code of Conduct – see section 7;
- (g) Share Trading Policy – see section 8;
- (h) Insider Trading Policy – see section 9;
- (i) Risk Management Policy – see section 10;
- (j) Whistleblower Policy – see section 11; and
- (k) Anti-Bribery and Corruption Policy – see section 12

## **2. Board Policy**

### **2.1. Introduction**

Directors will be appointed and removed in accordance with the Corporations Act and the Constitution.

The conduct of the Board is governed primarily by the Company's Constitution. This policy aims to set out the practices that the Group has established and to which the Board and each Director is committed. This policy is simply an aid to the Board and the Directors. In the course of undertaking its responsibilities, the Board must act in a manner that is consistent with its duties and obligations as imposed by the Company's Constitution, the ASX Listing Rules and by the law. Should there be any inconsistency between this policy and the Constitution, the Constitution shall prevail.

### **2.2. Responsibilities**

The Board is responsible for the overall operation, strategic direction, leadership and integrity of the Company and in particular, is responsible for the Group's growth and profitability. In meeting its responsibilities, the Board shall undertake the following functions:

#### *Strategic Direction*

- (a) Providing and implementing the Group's strategic direction.
- (b) Directing and monitoring the Group's performance against strategies and business plans.
- (c) Approving and monitoring capital management and major expenditure and investments and divestitures.
- (d) Approving Management's development of the Group's strategy and performance objectives.

#### *Risk management and reporting*

- (a) Reviewing and overseeing the operation of systems of risk management ensuring that the significant risks facing the Group are identified, that appropriate control, monitoring and reporting mechanisms are in place and that risk is appropriately dealt with.
- (b) Monitoring and appraising financial performance including the approval of annual and half year financial reports and liaising with the Group's auditors.
- (c) Preparing the declaration pursuant to section 295A of the Corporations Act.

#### *Management*

- (a) Monitoring and assessing Management's performance and ensuring that their actions are consistent with corporate strategy.
- (b) Ensuring that appropriate and effective remuneration packages and policies are implemented by the Group.
- (c) Ensuring that Management has appropriate resources to enable them to implement the Group's corporate strategy.
- (d) Monitoring and reviewing business results, outsourced service providers and the Board itself.
- (e) Ensuring the Board is comprised of individuals who are best able to discharge the responsibilities of Directors having regard to the law and the best standards of governance.

### *Remuneration*

- (a) Ensuring appropriate remuneration policies and practices are in place for non-executive directors on the one hand and executive directors and other senior management on the other hand, while having regard to the guidelines issued by ASX in this regard.
- (b) The allocation and amount of remuneration for both executive and non-executive directors will be reviewed periodically every six months and will reflect market rates.

### *Performance*

- (a) Formation and monitoring of corporate governance policies and codes of conduct.
- (b) Undertaking an annual performance evaluation of the Board and Management.
- (c) Reviewing and overseeing internal compliance and legal regulatory compliance.

### *Corporate governance*

- (a) Ensuring compliance with the Constitution and the continuous disclosure requirements of the ASX Listing Rules and the Corporations Act.
- (b) Communicating with, and protecting the rights and interests of, all Shareholders.

## **2.3. Board Composition**

The composition of the Board is determined as follows:

- (a) The Board shall comprise of a minimum of three directors, two of which will be Australian residents.
- (b) The Board must be comprised of members with expertise, experience and skill relevant to the business of the Group.
- (c) The Board will determine the number of independent directors (if any) it considers appropriate based on the size, nature and complexity of the business at any given time.

## **2.4. Management**

The role of management is to implement the running of the general operations and financial business of the Company, in accordance with the delegated authority of the Board.

## **2.5. Company Secretary**

The Company Secretary is directly accountable to the Board, through the Chairman, on all matters to do with the proper functioning of the Board.

## **2.6. Diversity**

The Company is committed to building a diverse workplace and developing policies to promote diversity to the extent appropriate for the size, nature and complexity of the Group at any given time.

The Diversity Policy is provided in section 3 of this Charter.

## **2.7. Independence**

The ASX Recommendations establish a number of factors that may be considered when assessing the independence of directors. The factors are whether a director:

- (a) is a substantial shareholder of the Company or an officer of, or otherwise associated directly with, a substantial shareholder of the Company;
- (b) is employed, or has previously been employed in an executive capacity by the Group or another group member, and there has not been a period of at least three years between ceasing such employment and serving on the Board;
- (c) has within the last three years been a principle of a material professional advisor or a material consultant to the Group or another group member, or an employee materially associated with the service provider;
- (d) is a material supplier or customer of the Group or other group member, or an officer or otherwise associated directly or indirectly with a material supplier or customer;
- (e) has a material contractual relationship with the Group or another group member other than as a director.

These factors are only indicators of matters in which to assess the independence of a Director. The Board will assess the independence of each Director in light of the interests disclosed by them. The Board's assessment of the independence of Directors will be disclosed in the Company's future annual reports (to the extent deemed necessary).

## **2.8. Committees**

The Company recognises the important of establishing audit, risk management, remuneration and nomination committees as good corporate governance in circumstances where appropriate for the size, nature and complexity of the Group.

The Company will have the following committees, Audit and Risk Management and Nomination and Remuneration committees.

### *Audit and risk management*

The role of the Audit and Risk Management Committee is to oversee the processes for financial reporting, internal control, financial and non-financial risk management and compliance and external audit; monitoring the Company's compliance with laws, regulations and its own policies; and evaluating the adequacy of processes and controls established to identify and manage areas of potential risk.

The Audit and Risk Management committee should have at least three members, a majority of whom must be independent and all of whom must be non-executive Directors.

Items that are usually considered by an audit and risk management committee are marked as separate agenda items at Board meetings and the Board will separately convene as the audit and risk management committee.

### *Nomination and remuneration*

The main functions of the Nomination and Remuneration Committee are to assess and make recommendations to the Board regarding Board composition with a view to:

- (a) ensuring it is able to operate effectively and efficiently, to adequately discharge its responsibilities and duties; and

- (b) advising and assisting the Board to ensure that the Company has fair, responsible and competitive remuneration arrangements and other employee policies and procedures which attract, motivate and retain appropriately skilled persons.

The Nomination and Remuneration committee should have at least three members, a majority of whom (including the chairman) must be independent Directors.

Items that are usually considered by a nomination and remuneration committee are marked as separate agenda items at Board meetings and the Board will separately convene as the nomination and remuneration committee to consider those items.

The Board will include details of the number of times the Nomination and Remuneration Committee met throughout the year and the individual attendances of the members at those meetings in each annual report for the Company.

## **2.9. Appointment and Retirement**

### *Appointment*

The Board will consider the appointment of a Director as and when a vacancy arises in accordance with the following considerations:

- (a) the skills, expertise and experience of any proposed Director;
- (b) the relevant and appropriateness of these skills, expertise and experience when compared to those of the current Board;
- (c) the terms of appointment must be recorded in a letter of appointment taking into consideration the ASX Recommendations, if appointed this will form the basis of the written agreement between the Company and the Director;
- (d) the results of any background check, which the Board will undertake; and
- (e) the terms of appointment must be in accordance with the Constitution, Corporations Act and Listing Rules.

The Board will provide security holders with all material information in its possession relevant to a decision on whether or not to elect or re-elect a Director.

Prior to making any formal offer, a potential Director must be given sufficient information about the Company to allow the potential Director to conduct his / her personal due diligence. The information will extend to non-public information and care must be taken to ensure confidentiality.

### *Retirement*

A Director must retire in accordance with the Corporations Act, the Listing Rules and the Constitution. A Director may be re-elected if the Constitution permits.

## **2.10. Induction and Information**

### *Induction Program*

The Company Secretary is responsible for arranging for the new Director to undertake an induction program to enable them to gain an understanding of:

- (a) Company's assets;
- (b) the Company's financial, strategic, operational and risk management position;
- (c) their rights, duties and responsibilities; and

- (d) any other relevant information.

As part of this induction program, a new Director will meet with all incumbent Directors (if this has not already taken place).

#### *Ongoing Information*

The Chairman, Directors, the Executives, Company Secretary and any other key members of Management must be conscious to ensure that updated information is provided to the Board in a timely fashion to enable them to effectively discharge their duties as Directors.

Directors are entitled to request and receive such additional information as they consider necessary to support informed decision-making. Any Director has the authority to seek any information he/she requires from any Executive, Employee or contractor of the Group.

Directors are entitled to receive appropriate professional development opportunities and maintain the skills and knowledge needed to perform their role as Director effectively. The Board will consider what is appropriate in this regard and the costs of such professional development must be reasonable when considered against the Company's corporate strategy and business plan.

### **2.11. Advice, Share Trading and Performance**

#### *Independent Advice*

In the performance of their duties as Directors, the Directors have a right to seek independent legal or other professional advice at the Company's expense.

#### *Director Share Trading*

The Share Trading Policy imposes restrictions on the trading of the Company's shares by people, including Directors with undisclosed price sensitive information. All Directors, Executives and Management must follow the Share Trading Policy.

#### *Performance*

Due to the current size of the Company and its level of activity, the Board is responsible for the evaluation of its performance and the performance of individual Directors and the Executives. This internal review is to be conducted on an annual basis and if deemed necessary this internal review will be facilitated by an independent third party. To determine whether it is functioning effectively, the Board shall:

- (a) review the Share Trading Policy annually; and
- (b) perform an evaluation of the Board's and Management's performance at intervals considered appropriate.

### **2.12. Ethical standards and Share Trading**

The Directors must perform their duties in line with the Company's objectives and with the utmost integrity. Furthermore, the Directors must comply with the Group's Code of Conduct, Share Trading Policy and Insider Trading Policy as set out in sections 5, 6 and 7 of this Charter.



### **2.13. Compliance with Laws**

The Company must comply with the Corporations Act, the Listing Rules as well as all other applicable laws, statutes and policies. Examples of applicable areas of regulation include:

- (a) Regulatory Guides and Practice Notes issued from time-to-time by the Australian Securities & Investments Commission;
- (b) occupational health & safety legislation;
- (c) employment related legislation;
- (d) anti-discrimination legislation; and
- (e) taxation legislation.

### **2.14. Constitution**

The Constitution is a key governance document. The Board must ensure that it complies at all times with the provisions of the Constitution.

### **3. Diversity Policy**

#### **3.1. Introduction**

The Company recognises that a diverse workforce is a competitive advantage and that the Company's success is the result of the quality and skills of its people. This Diversity Policy is designed to support the Company's commitment to diversity.

#### **3.2. Objectives**

The Diversity Policy provides a framework for the Group to achieve the following objectives (**Objectives**):

- (a) a diverse and skilled workforce;
- (b) a workplace culture characterised by inclusive practices and behaviours for the benefit of all staff;
- (c) improved employment and career development opportunities for women;
- (d) a work environment that values and utilises the contributions of Employees with diverse backgrounds, experiences and perspectives through improved awareness of the benefits of workforce diversity and successful management of diversity;
- (e) awareness in all staff of their rights and responsibilities with regards to fairness, and
- (f) equity and respect for all aspects of diversity.

#### **3.3. Benefits of diversity**

Diversity encompasses, among a range of matters, diversity in gender, age, disability, ethnicity, marital or family status, religious or cultural background, sexual orientation and gender identification. Embracing diversity contributes to the Company achieving its corporate objectives and enhances its reputation and enables the Company to:

- (a) recruit the right people from a diverse pool of talented candidates;
- (b) create an inclusive workplace culture that embraces diversity; and
- (c) better represent the diversity of all of the Company's stakeholders.

#### **3.4. Strategies**

The Group's diversity strategies include:

- (a) taking steps to attract, retain and motivate well qualified Executives, Employees and Board members from a diverse pool of candidates for all positions;
- (b) reviewing succession plans to ensure an appropriate focus on diversity;
- (c) identifying specific factors to take account of in recruitment and selection processes to encourage diversity;
- (d) developing and implementing programs to develop a broader pool of skilled and experienced Executives, Employees and Board candidates, including workplace development programs,
- (e) taking action against inappropriate workplace behaviours including discrimination, harassment, vilification, and victimisation;

- (f) recognising that Employees may have domestic responsibilities and providing workplace flexibility that will assist them to meet those responsibilities;
- (g) developing and implementing mentoring programs and targeted training and development;
- (h) setting Board-determined measurable objectives for achieving gender diversity (**Measurable Objectives**) and assessing annually both the Measurable Objectives and the Company's progress in achieving them; and
- (i) any other strategies the Board develops from time to time.

### **3.5. Monitoring and Evaluation**

Measurable Objectives set by the Board will be included in the annual key performance indicators for the Managing Director and senior executives. In addition, the Board will review progress against the Objectives as a key performance indicator in its annual performance assessment.

### **3.6. Reporting**

The Board will include the Measurable Objectives (if any) set by the Board and progress in achieving them in the Annual Report each year.

### **3.7. Disclosure**

The Board will disclose this policy on the Company's website.

## **4. Audit and Risk Committee Charter**

### **4.1. Introduction**

This Charter governs the operations of the Company's Audit and Risk Committee (ARC).

The ARC has been established by resolution of the Board.

The ARC shall provide assistance to the Board in fulfilling its responsibilities in relation to the Company's financial reporting, internal control structure, risk management systems, and the external audit function.

### **4.2. Authority**

The ARC is authorised by the Board to investigate any activity within its charter. The ARC will have access to management and auditors with or without management present and has rights to seek explanations and additional information.

It is authorised to seek any information it requires from any employees and all employees are directed to cooperate with any request made by the ARC.

The ARC is authorised by the Board to obtain outside legal or other independent professional advice and to secure the attendance of outsiders with relevant experience and expertise if it considers this necessary.

The ARC is required to make recommendations to the Board on all matters within its charter.

### **4.3. Membership**

- a) The ARC should have at least three (3) members, all of whom must be non-executive Directors;
- b) a majority of the ARC members must be independent;
- c) the chairperson of the ARC, nominated by the Board, shall be an independent Director, who is not also Chairperson of the Board; and
- d) all ARC members shall be financially literate. At least one member, preferably the chairperson of the ARC, shall have accounting and/or related financial expertise as determined by the Board.
- e) Members of the ARC are nominated by the Board annually. Appointment to the Committee is for a term of 12 months and Committee members are able to serve multiple terms if agreed by the Board. To ensure the continuity of the membership of the ARC it is desirable that no more than one third of the members of the ARC resign each year.
- f) A member's appointment to the ARC will automatically terminate on that member ceasing to be a non-executive member director of the Company.

### **4.4. Meetings**

- a) The Company Secretary will be the Secretary of the Audit & Risk Committee.
- b) the ARC shall meet as frequently as required, but not less than two (2) times per year;
- c) In addition, the Chair of the ARC is required to call a meeting of the ARC if requested to do so by any member of the ARC, the CEO, or the external auditor;
- d) the CFO has a standing invitation to meetings, with the CEO attending by invitation for future meetings;
- e) a quorum for ARC meetings shall be any two (2) ARC members;
- f) Any Executive who is not an ARC member (including the Company Secretary) may be invited to attend (but not vote at) a meeting of the ARC for discussion on particular areas of interest to that Executive. The ARC may also invite other individuals to attend meetings of the ARC, as

they consider appropriate;

- g) The Chair of the Audit and Risk Committee, or their delegate, will report to the Board following each meeting.
- h) If the Chair of the ARC is absent from a meeting and no acting chairperson has been appointed, the members of the ARC present at the meeting have authority to choose one of their members to be Chair for that particular meeting.

#### **4.5. Reporting Procedures**

- a) the ARC shall report to the Board on all matters relevant to the ARC's role and responsibilities;
- b) The ARC will keep minutes of its meetings;
- c) The Secretary shall circulate the minutes of the meetings of the Committee to all members of the Committee for comment and change before being signed by the Chair of the ARC and circulated to the Board with the Board papers for the next Board meeting.
- d) The minutes are to be tabled at the Board meeting following the ARC meeting along with any recommendations of the Committee.

#### **4.6. Duties and Responsibilities**

The role of the ARC is to oversee the processes for financial reporting, internal control, financial and non-financial risk management and compliance and external audit; monitoring the Company's compliance with laws, regulations and its own policies; and evaluating the adequacy of processes and controls established to identify and manage areas of potential risk.

In particular, the ARC has the following duties:

##### **Financial Statements**

1. To review the audited annual and half yearly financial statements and any reports which accompany financial statements before submission to the Board, recommending their approval, focusing particularly on:
  - Any changes in accounting policies and practices;
  - Major judgmental areas;
  - Significant adjustments, accounting and financial reporting issues resulting from the external audit;
  - Compliance with accounting policies and standards; and
  - Compliance with legal requirements.

##### **External Audit Function**

2. To make recommendations to the Board on the appointment of the external auditor, including approval of the external audit annual fee.
3. To review and assess the independence of the external auditor;
4. To meet privately with the external auditor on at least an annual basis.
5. To discuss problems and reservations arising from the interim and final audits, and any matters the auditors may wish to discuss (in the absence of management where necessary).

(Items 4 & 5 can be conducted with the full Board present if that is the preference of the Board.)

##### **Internal Audit Function (if existing)**

6. To review the annual internal audit plan
7. To monitor monthly exception reports against the internal audit plan

## **Oversight of Risk**

8. To determine and regularly review the Company's risk profile describing the material risks, including both financial and non-financial matters, facing the company.
9. To provide recommendations to the Board on improvements to the risk management and the risk management system.
10. To ensure that major risks to the Company are reported at least annually to the Board.
11. To monitor legal, payment and reporting compliance.

## **Compliance and Ethics**

12. Consider the impact of the entity's culture on compliance processes
13. Review the effectiveness of the entity's systems, policies and practices that relate to compliance with laws, regulations, internal policies and accounting standards
14. Provide oversight of the mechanisms established by management to establish and maintain ethical standards within the organisation
15. Review and monitor related party transactions

## **Corporate Governance**

16. The ARC will review the corporate governance procedures of the Company and, on a regular basis, consider:
  - a. External trends and developments in relation to corporate governance issues;
  - b. The position which the Company should take in respect of those issues;
  - c. The adequacy of the Company's corporate governance policies and practices; and
  - d. The Company's communications with respect to corporate governance issues.

### **4.7. Performance Evaluation**

- a) At least annually, the ARC will:
  - review this Charter and recommend any proposed changes to the Board; and
  - conduct a self-evaluation to assess its performance against the ARC's responsibilities contained in this Charter.
- b) The Board will at least annually review the composition of the ARC and the performance of the ARC, with feedback provided to the ARC Chair.

## **5. Nomination and Remuneration Committee Charter**

### **5.1. Purpose**

A high performing and effective Board is essential for the proper governance of the Company and to promote investor confidence in the performance of the Company.

The Company has implemented this Nomination and Remuneration Charter (**Charter**) to provide security holders and investors with a formal, rigorous and transparent process for the appointment and reappointment of directors to the Board.

This Charter outlines the structure of the Nomination and Remuneration Committee, including the composition, general scope and authority of the sub-committee, the frequency of meetings and the sub-committee's duties and responsibilities.

## 5.2. General scope and authority

The Nomination and Remuneration Committee proposes candidates for appointment as directors to the Board, reviews the fees payable to both executive and non-executive directors and reviews and advises the Board in relation to CEO succession planning.

The Nomination and Remuneration Committee is a sub-committee of the Board and is established in accordance with the authority provided in the Company's constitution. The Board has resolved to establish this sub-committee and to adopt these terms of reference to govern the proceedings and meetings of the Nomination and Remuneration Committee.

The Board is responsible to shareholders for ensuring the Company:

- (a) has coherent remuneration policies and practices which are observed and which enable it to attract and retain executives and directors who will create value for shareholders;
- (b) fairly and responsibly rewards executives having regard to the performance of the Company, the performance of the executive and the general pay environment;
- (c) provides disclosure in relation to the Company's remuneration policies to enable investors to understand the costs and benefits of those policies and the link between remuneration paid to directors and key executives and corporate performance; and
- (d) complies with the provisions of the ASX Listing Rules and the Corporations Act.

The primary purpose of the Nomination and Remuneration Committee is to support and advise the Board in fulfilling its responsibilities to shareholders in ensuring the Board is appropriately remunerated, structured and comprised of individuals who are best able to discharge the responsibilities of directors by:

- (a) assessing the size, composition, diversity and skills required by the Board to enable it to fulfil its responsibilities to shareholders, having regard to the Company's current and proposed scope of activities;
- (b) assessing the extent to which the required knowledge, experience and skills are represented on the Board by updating and disclosing a skills matrix;
- (c) establishing processes for the identification of suitable candidates for appointment to the Board;
- (d) overseeing succession planning for the Board and CEO;
- (e) establishing processes to review the performance of individual directors and the Board as a whole;
- (f) assessing the terms of appointment and remuneration arrangements for non-executive directors; and
- (g) assessing and reporting to the Board in relation to:
  - (i) the executive remuneration policy;
  - (ii) the remuneration of executive directors;
  - (iii) the remuneration of persons reporting directly to the Managing Director, and as appropriate, other executive directors;
  - (iv) remuneration by gender;
  - (v) the Company's recruitment, retention and termination policies and procedures;
  - (vi) superannuation arrangements; and

(vii) all equity-based plans.

### **5.3. Composition**

The Nomination and Remuneration Committee consists of a minimum of 3 directors of the Board. Where possible, and to reduce the potential for conflicts of interest, the Nomination and Remuneration Committee will be comprised of a majority of independent directors. The chairperson of the Nomination and Remuneration Committee will be an independent director.

All members of the Nomination and Remuneration Committee (including its chairperson) are appointed by the Board. A member's appointment to the Nomination and Remuneration Committee will automatically terminate on that member ceasing to be a director of the Board.

The Company Secretary will act as secretary of the Nomination and Remuneration Committee.

### **5.4. Meetings**

The Nomination and Remuneration Committee will meet as frequently as required but not less than once a year.

Any member of the Nomination and Remuneration Committee or the Company Secretary may call a meeting of the Nomination and Remuneration Committee.

A notice of meeting, confirming the date, time, venue and agenda, will be forwarded to each member of the Nomination and Remuneration Committee in the week prior to the date of the meeting. The notice of meeting will also include relevant supporting papers for the agenda items to be discussed.

The quorum for a meeting is 2 members or any greater number determined by the Nomination and Remuneration Committee from time to time.

Other directors, executives or parties external to the Company may attend Nomination and Remuneration Committee meetings but only at the invitation of the chairperson of the Nomination and Remuneration Committee.

The Nomination and Remuneration Committee may conduct meetings without all Nomination and Remuneration Committee members being in the physical presence of one another, provided all members involved in the meeting are able to participate in the discussion.

The chairperson of the Nomination and Remuneration Committee, or their delegate, will report to the Board following each meeting.

If the chairperson of the Nomination and Remuneration Committee is absent from a meeting and no acting chairperson has been appointed, the members of the Nomination and Remuneration Committee present at the meeting have authority to choose 1 of their number to be chairperson for that particular meeting.

Minutes of proceedings and resolutions of Nomination and Remuneration Committee meetings will be kept by the Company Secretary. Minutes will be distributed to all Nomination and Remuneration Committee members after preliminary approval has been given by the Nomination and Remuneration Committee chairperson.

For clarity, and to avoid any conflicts of interest, where the Nomination and Remuneration Committee includes an executive director, that director must not be involved in any determinations regarding their remuneration and must be conscious of any potential or perceived conflict of interest and refrain from being involved in determinations in those instances.

At the end of the Company's reporting period, the number of times the Nomination and Remuneration Committee met through the period and the individual attendances of the members of the Nomination and Remuneration Committee will be included in the "Corporate Governance" section of the Company's annual report.



## 5.5. Authority

The Nomination and Remuneration Committee has the authority to seek any information it requires to carry out its duties from any officer or employee of any entity of the Company or related parties and such officers or employees will be instructed by the Board of the company employing them to cooperate fully in the provision of such information.

The Nomination and Remuneration Committee also has authority to consult any independent professional adviser it considers appropriate to assist it in meeting its responsibilities, at the Company's expense.

The Nomination and Remuneration Committee discharges its responsibilities by making recommendations to the Board, but it does not have any executive powers to commit the Board or management to their implementation. The Nomination and Remuneration Committee is not responsible for supervising the performance of executives and is not involved in day-to-day operations, management functions or decision making.

## 5.6. Duties and responsibilities

The Committee's main responsibilities are as follows:

### (a) Board composition

The Nomination and Remuneration Committee will:

- (i) devise the criteria for Board membership and periodically assess the size and membership of the Board and the skills required to competently discharge the Board's duties, having regard to the strategic direction of the Company, and report the outcome of that assessment to the Board;
- (ii) make recommendations to the Chairperson of the Board on means by which skill levels of existing directors can be enhanced;
- (iii) as and when it considers appropriate, but in any event on each occasion when an existing director retires, assess the mix of skills, experience, expertise and diversity represented on the Board by the directors and determine whether that mix meets the required director competencies as identified;
- (iv) inform the Board of those directors who are retiring in accordance with the provisions of the constitution and make recommendations to the Board as to whether the Board should support the re-nomination of the retiring director(s). In making such recommendations, the Nomination and Remuneration Committee will review (by whatever means it considers appropriate) each retiring director's performance during their tenure on the Board;
- (v) having regard to the skills required and the skills represented, implement a process for the identification of suitable candidates for appointment to the Board. In determining such a process, the Nomination and Remuneration Committee will ordinarily ensure that a search is undertaken by an appropriately qualified independent third party acting on a brief prepared by the Nomination and Remuneration Committee which identifies the skills sought;
- (vi) make recommendations to the Board on candidates it considers appropriate for appointment;
- (vii) ensure an effective induction process is in place for new directors and regularly review this process for its effectiveness;
- (viii) regularly review whether the directors as a group have the skills, knowledge and familiarity with the Company and its operating environment required to fulfil their role on the Board and on Board committees effectively and, where any gaps are identified, consider what training or development could be undertaken to fill

those gaps;

- (ix) regularly review the time required from non-executive directors and whether those directors are meeting that requirement;
- (x) review fees payable to non-executive directors of the Board; and
- (xi) review Board and CEO succession planning and advise the Board of any progress.

A member of the Nomination and Remuneration Committee will not participate in the review of their own performance.

(b) **Non-executive remuneration policy**

Remuneration of non-executive directors is determined in maximum aggregate by the shareholders, and is allocated by the Board on the recommendation of the Nomination and Remuneration Committee. The Nomination and Remuneration Committee will take independent advice with respect to directors' fees on an as needs basis.

(c) **Executive remuneration policy**

The Nomination and Remuneration Committee will:

- (i) review and report on the Company's policy for determining executive remuneration, and any amendments to that policy proposed from time to time;
- (ii) review the on-going appropriateness and relevance of the executive remuneration policy and other executive benefit programs; and
- (iii) oversee the implementation of this remuneration policy within the Company. (d)

**Executive directors and senior management**

The Nomination and Remuneration Committee will:

- (i) consider and make recommendations to the Board on the entire specific remuneration for each executive director (including base pay, incentive payments, equity awards, retirement rights and service contracts) having regard to the executive remuneration policy. The Nomination and Remuneration Committee will need to determine whether any shareholder approvals are required; and
- (ii) review and report on the proposed remuneration (including incentive awards, equity awards and service contracts) of persons reporting directly to the Managing Director and other executive directors, as appropriate.

(e) **Executive incentive plans**

The Nomination and Remuneration Committee will:

- (i) review and report on the design of all executive incentive plans; and
- (ii) review and report on the total proposed payments from each executive incentive plan.

(f) **Equity Based Plans**

The Nomination and Remuneration Committee will:

- (i) review and report on the design of all equity-based plans;

- (ii) ensure payment of equity-based executive remuneration is made in accordance with thresholds approved by shareholders;
- (iii) continually review all plans under review in light of legislative, regulatory and market developments;
- (iv) for each equity-based plan, recommend to the Board whether awards should be made under that plan;
- (v) review and recommend proposed awards under each plan;
- (vi) in addition to considering awards to executive directors and direct reports to the Managing Director, review and recommend proposed awards under each plan on an individual basis for executives as required under the rules governing each plan or as determined by the Nomination and Remuneration Committee; and
- (vii) review and make recommendations about performance criteria for each equity-based plan.

**(g) Approvals**

The Nomination and Remuneration Committee must, if requested by the Board, review and report to the Board on proposals concerning:

- (i) changes to the remuneration or contract terms of executive directors and persons reporting directly to the Managing Director and, as appropriate, other executive directors;
- (ii) the design of new, or amendments to current, equity-based plans or executive cash-based incentive plans;
- (iii) the total level of remuneration proposed from equity-based plans or executive cash-based incentive plans; and
- (iv) termination payments to the Managing Director, other executive directors and persons reporting directly to the Managing Director and, as appropriate, other executive directors. Termination payments to other departing executives should be reported to the Nomination and Remuneration Committee at its next meeting.

**5.7. Fees and expenses**

Nomination and Remuneration Committee members are not entitled to receive any additional remuneration for their role as members of the Nomination and Remuneration Committee. Directors' fees are set to include membership of any Board committees.

The reasonable expenses incurred by the Nomination and Remuneration Committee members in discharging their obligations and attending Nomination and Remuneration Committee meetings will be reimbursed by the Company, consistent with Company policies which are established from time to time.

**5.8. Review of terms of reference**

The Nomination and Remuneration Committee's terms of reference are reviewed annually by the Nomination and Remuneration Committee to ensure they remain consistent with the Nomination and Remuneration Committee's authority, objectives and responsibilities. Any significant changes to the terms of reference are to be recommended by the Nomination and Remuneration Committee to the Board for approval.

## **5.9. Disclosure of terms of reference**

Key features of the Nomination and Remuneration Committee's terms of reference are included in the "Corporate Governance" section on the Company's website.

## **6. Continuous Disclosure Policy**

### **6.1. Introduction**

The objective of the Continuous Disclosure Policy is to ensure that the Company complies with its continuous disclosure obligations under the Corporations Act and the Listing Rules. Additionally, this Continuous Disclosure Policy aims to:

- (a) ensure that information issued by the Company is issued to Shareholders and the market in a timely manner;
- (b) to promote investor confidence in the integrity of the Group and its securities; and
- (c) to generally promote investor protection and protection of the market.

### **6.2. Continuous disclosure**

An ASX listed company is subject to the continuous disclosure requirements under the Corporations Act and the Listing Rules, in addition to the periodic and specific disclosure requirements in the Listing Rules.

The continuous disclosure obligation is contained in Listing Rule 3.1 and states that the continuous disclosure obligation will be breached by an issuer who intentionally, recklessly or negligently fails to notify ASX of information that:

- (a) is not generally available; and
- (b) a reasonable person would expect, if it were generally available, to have a material effect on the price or value of its securities.

Contravention of continuous disclosure obligations can extend to a person (director or executive) who is involved in a contravention of the continuous disclosure regime by a disclosing entity.

### **6.3. Disclosure exception**

The continuous disclosure obligation is not applicable where:

- (a) a reasonable person would not expect the information to be disclosed;
- (b) the information is confidential and ASX has not formed the view that the information has ceased to be confidential; and
- (c) one or more of the following applies:
  - (i) it would be a breach of a law to disclose the information;
  - (ii) the information concerns an incomplete proposal or negotiation;
  - (iii) the information comprises matter of supposition or is insufficiently definite to warrant

disclosure;

- (iv) the information is generated for internal management purposes of the Company; or
- (v) the information is a trade secret.

To rely on the exception, the above three requirements must be satisfied. Should one of the exceptions no longer be applicable then the Company can no longer rely on these exceptions and must disclose the information immediately to the market.

#### **6.4. Compliance**

The Company will ensure compliance with this Continuous Disclosure Policy and will:

- (a) disclose price sensitive information to ASX as soon as it becomes aware of that information;
- (b) ensure that the information is not false, misleading, or deceptive so as to avoid creating what would constitute a false market; and
- (c) ensure that the information is disclosed clearly (expressed objectively), accurately and is complete.

In doing so the Company will ensure compliance with Listing Rule 15.7 that requires an entity not to release information anyone until it has given the information to ASX and has received an acknowledgement from ASX that the information has been released to the market.

#### **6.5. Price Sensitive Information**

The Company will ensure that all price sensitive information is released to the market in accordance with the Listing Rules and in accordance with the Announcements Procedure in section 4.9 of this Continuous Disclosure Policy.

Price sensitive information is information that:

- (a) a reasonable person would expect will have “*a material effect on the value or price*” of securities; and
- (b) if the information were publicly available “*would, or would be likely to, influence persons who commonly invest in securities in deciding whether to acquire or dispose of those securities*”.

Price sensitive information includes information relating to a takeover bid or a merger, proposed acquisition or disposal of a material asset, material variations in earnings or profits from previously published forecasts, a material change to the business plan, loss of a material contract and major litigation.

#### **6.6. Loss of Confidentiality**

Where confidentiality is lost as a result of a specific rumour or media comment then the Company will respond to media speculations to the extent that such responses are required to correct or prevent a false market. In determining whether confidentiality is lost the Company will look at previous announcements it had made and will consider any likely reaction of the market or particular investors to such speculation.

#### **6.7. Administering Corporate Governance Compliance**

This Continuous Disclosure Policies will be administered by the Board and key personnel as follows:

- (a) the Board will be involved in reviewing significant ASX announcements and ensuring and monitoring compliance with this Continuous Disclosure Policy;
- (b) the Company Secretary will be responsible for the overall administration of the Continuous

Disclosure Policy and all communications with ASX;

- (c) other Employees will report any material price sensitive information to the Company Secretary, and they will observe the Company's no comments policy as set out below.

#### **6.8. Company Secretary**

The Company Secretary is responsible for the overall administration of this Continuous Disclosure Policy particularly:

- (a) ensuring that the Company is compliant with its disclosure obligations;
- (b) all communications with ASX;
- (c) reviewing proposed announcements and consulting with the Board and other advisors as necessary;
- (d) implementing reporting processes for materiality of information;
- (e) reporting on continuous disclosure issues regularly to the Board;
- (f) keeping a record of ASX announcements;
- (g) monitoring and reporting to the Board on the effectiveness of this Continuous Disclosure Policy in light of the ASX Recommendations; and
- (h) regularly reviewing the Continuous Disclosure Policy in light of legislative changes or other developments.

#### **6.9. Announcements Procedure**

The Company's announcements to ASX will be managed in accordance with the following procedure:

- (a) as soon as an Employee becomes aware of any price sensitive information the Board or the Company Secretary is to be notified;
- (b) the Company Secretary will review and assess that information and determine whether it needs to be disclosed or whether it needs to be further discussed with the Board;
- (c) if an announcement of price sensitive information is required the Company Secretary will prepare a draft announcement;
- (d) the Company Secretary will provide the draft announcement to the Board for approval;
- (e) following the approval of an announcement of price sensitive information by the Board, the Company Secretary will then lodge the announcement with ASX electronically; and
- (f) after receiving acknowledgement from ASX that the announcement has been released the Company Secretary will ensure the announcement is accessible from the Company's website. This will be done within 24 hours of receiving that acknowledgement.

#### **6.10. No Comments Policy**

The Group has adopted a "*no comments*" policy in relation to any market speculation or rumours which must be observed by all Executives and Employees at all times. In light of this, the Company may issue an announcement in response to a market speculation or rumour where it is necessary to do so to eliminate the possibility of a false market or contravention of the Listing Rules.

Where an Executive or Employee is approached by the media or any analysts or other external parties with respect to providing any information about the Group the general policy to be observed is a "*no comments*" policy and that Employee will notify the Company Secretary as soon as possible.

As part of the Company's management of investor relations it may conduct briefings with analysts or investors from time to time. However, the Group's policy for conducting these briefings will be to ensure that no material price sensitive information is announced prior to it being announced to the market. No briefing will be held during the pre-results periods. In addition, a procedure will be in place for the conduct of the briefings which will include that at any briefing two Employees must be present, notes of the briefing must be kept by an Employee attending and any information to be used at briefings must be signed off by at least two Directors prior to the briefing.

Where in the course of a briefing a question is raised that refers to price sensitive information that has not been previously disclosed the Executive or Employee must decline to answer the question but take the question on notice and advise the Board and the Company Secretary of the question.

See the Insider Trading Policy in section 7 for further details.

#### **6.11. Responding to Analyst Reports and Forecasts**

If a draft report has been sent to the Group for comments the report should be forwarded directly to the Company Secretary. The Company will not endorse any reports, and will restrict any comments to factual matters and matters which have been previously disclosed to ASX. See the Insider Trading Policy in section 7 for further details.

#### **6.12. Trading Halts**

The Company in certain circumstances may need to request a trading halt from ASX. The Chairman in consultation with the Board will make decisions in relation to trading halts and the only personnel authorised to request a trading halt on behalf of the Company will be the Chairman and the Company Secretary.

#### **6.13. Advisors**

To ensure compliance with its listing obligations, the Company may from time to time require advisors to advise on its adherence to the Continuous Disclosure Policy. The Company may ask such advisors to sign a confidentiality agreement before disclosing any information to them.

#### **6.14. Contravention of Policy**

Non-compliance with the continuous disclosure obligations may constitute a breach of the Corporations Act and the Listing Rules. This may result in fines for the Company, personal liabilities for Directors and other officers and damage to the Group's reputation. The Company takes continuous disclosure very seriously and will not tolerate any deviation from the Continuous Disclosure Policy by any Employee and will take disciplinary action against any Employee where a contravention arises. Disciplinary action may include dismissal.

#### **6.15. Shareholder Communications**

The Board aims to keep Shareholders informed of all major developments affecting the Group's activities and its state of affairs through announcements to ASX, releases to the media and dispatch of financial reports. All such announcements are also placed on the Company's website at <https://geneticsignatures.com/>

These include:

- (a) the half year report;
- (b) the full year report;
- (c) the annual report;
- (d) the notice of annual general meeting, explanatory memorandum and the Chairman's address;
- (e) occasional ASX announcements made to comply with the Company's continuous disclosure requirements; and
- (f) occasional correspondence sent to Shareholders on matters of significance to the Group.

The Board encourages full participation of Shareholders at the Annual General Meeting or any general meeting of the Company to ensure a high level of accountability and identification with the Group's strategy and goals.



The Company's annual report is the main vehicle for communicating with Shareholders on the activities and performance of the Group in the previous 12 months. The annual report will be posted on the Company's website and will be downloadable.

The Company will also provide Shareholders with the option to receive communications from, and send communications to, the Company and its share registry electronically.

#### **6.16. Ethical Standards/Business Conduct**

The Group actively promotes a set of values designed to assist all personnel in their dealings with each other, competitors, customers and the community. The Group has adopted a Code of Conduct policy which is set out in section 5 of this Charter.

The Group has also adopted a Share Trading Policy, which is also set out in section 6 of this Charter.

## 7. Code of Conduct

### 7.1. Introduction

The Group is committed to maintaining ethical standards in the conduct of its business activities. The Group's reputation as an ethical business organisation is important to its ongoing success and it expects all its Directors, Executives and Employees to be familiar and have a personal commitment to meeting these standards.

### 7.2. Purpose of the Code

The Board has adopted this Code of Conduct (**Code**) to define basic principles of business conduct. This Code requires Directors, Executives and Employees to abide by the policies of the Group and to the law. The Code is a set of principles giving direction and reflecting the Group's approach to business conduct and is not a prescriptive list of rules for business behaviour.

### 7.3. Business Ethics

#### **Openness, honesty, fairness and integrity**

Directors, Executives and Employees will conduct themselves with openness, honesty, fairness and integrity in business transactions and in dealings with others.

#### *Mutual respect*

Directors, Executives and Employees are expected to treat everyone else with whom they interact in their work with courtesy and respect.

#### *Ethical Conduct*

Directors, Executives and Employees will act ethically in their approach to business decisions.

#### *Compliance with Laws*

Directors, Executives and Employees are expected to comply with all laws that govern the Group's business and the policies that the Group adopts from time to time.

### 7.4. Business Conduct

Directors, Executives and Employees will observe appropriate principles of behaviour when conducting Group business and interacting with others.

#### *Compliance with laws and regulations*

Directors, Executives and Employees will act in compliance with all laws that apply to the Group's business. Directors, Executives and Employees should discuss with their manager and if necessary, obtain the consent of the Company Secretary or Chairman to seek advice from one of the Company's legal advisors if they are unclear about any laws relating to their work.

#### *Trading in Shares*

Any trading of the Company's shares must be done in accordance with the Share Trading Policy.

#### *Privacy and Intellectual property*

Each Director, Executive and Employee is responsible for protecting the Group's intellectual property rights. All intellectual property that an Employee or contractor generates in relation to the Group is the property of the Company.

## **7.5. Personal and Professional Conduct**

### *Financial Integrity*

The Group has stringent financial accounting procedures that are overseen by Management, the Board, acting as the audit and risk management committee, and the external auditor. The use of Group funds or assets for any unethical purpose is prohibited.

### *Giving Gifts*

The Group does not allow the making of payments or payments in kind (gifts, favours etc) to induce individuals to award business opportunities to the Group or to make a decision in the Group's favour. This activity is prohibited by the Criminal Code Act 1995.

The Group recognises that it is accepted business practice that entertainment and small gifts may be extended to third parties with whom the Group has a relationship. However, any such gifts must be made for a proper purpose.

### *Accepting Gifts*

Directors, Executives and Employees should not accept personal gifts or extraordinary hospitality, accommodation or travel which may influence, or appear to influence, a business decision.

### *Business agreements and contracts*

The Group expects to compete fairly and ethically for all business opportunities. Directors, Executives and Employees involved in the negotiation of agreements and contracts must ensure that they act in accordance with the law.

All appropriate approvals must be obtained before contracts are executed. The Group is committed to meeting its contractual obligations.

### *Confidentiality*

Directors, Executives and Employees may not at any time, directly or indirectly, profit from confidential information obtained during the course of duties they perform on behalf of the Group.

Each Employee must safeguard confidential information of the Group by not transferring, publishing, using or disclosing it other than when necessary in the ordinary course of business, or as specifically directed or authorised. All confidential or proprietary information that has been entrusted to the Group by a third party must be treated as if it was the Group's confidential information.

### *Public Statements*

Public statements have the potential to breach the Group's obligations in respect to confidential information, share trading and continuous disclosure.

Executives and Employees should not make public statements unless authorized by the Chairman or Company Secretary.

### *Smoking and the use of drugs and alcohol*

A safe and healthy work environment is the responsibility of every Employee. This obligation includes responsible behaviour with respect to the use of alcohol, drugs and tobacco when conducting Group business and at Group sponsored activities.

Smoking and the use of recreational or non-prescription drugs is not permitted on Group premises.

### *Gathering information on the Group's competitors*

Information should not be gained through unlawful or deceitful means.

### *Conflict of Interest*

All Executives and Employees have an obligation to seek to avoid financial, business or other relationships which might be opposed to the interests of the Group or which may conflict with the performance of their duties.

Where an Employee or Executive has any doubt about conflicts of interest, the Employee or Executive should contact the Company Secretary.

### *Use of Group resources*

Employees must use all Group assets for proper purposes during their employment with the Group.

No property of the Group may be sold, loaned, given away, otherwise disposed of, without proper authorisation.

### *E-mail and Internet*

The Group's email and internet systems have been developed to assist communication with customers, suppliers and between staff. These facilities may not be used for personal gain or in a manner which may breach the law or is inappropriate for a Director, Executive or Employee of the Group.

## **7.6. Respect for Others**

### *The Group and its Employees*

The Group actively supports the principle of equal employment opportunity and expects its Directors, Executives and Employees to practise and support this principle. The Group's policy is to ensure that it does not engage in discriminatory practices and to make employment and career decisions on the basis of individual ability, performance, experience, and Group requirements.

The Group regards personal, physical or sexual harassment as unacceptable. The Group expects and requires its Directors, Executives and Employees to comply with Occupational Health and Safety laws and Group policies.

### *The Group and partners, customers and suppliers*

The Group's partners, customers and suppliers will be treated fairly and with professionalism and respect. The Group strives to be a good corporate citizen and to maintain open and frank business dealings and to develop mutually advantageous relationships.

## **7.7. Improper Behaviour**

Employees and Executives are encouraged to contact the Company Secretary where the Employee or Executive has a reason to suspect that any fraudulent or unethical behaviour has occurred.

## **7.8. More information**

An Employee or Executive requiring further information regarding any aspect of the Code must contact the Company Secretary.

## 8. Share Trading Policy

### General Trading Policy

#### 8.1. Policy

The Board has established the following policy to apply to trading in the Company's shares on ASX. The Share Trading Policy applies to those persons defined below as "*Restricted Persons*" of the Company. Restricted Persons to whom the Share Trading Policy applies must restrict their buying and selling of Company's shares within the Company trading window established by the Share Trading Policy. Any breach of this Share Trading Policy will be regarded as serious and will be subject to appropriate sanctions.

In addition to the requirements of this General Trading Policy, all Restricted Persons (as defined below) must also comply with the Insider Trading Policy in section 7 below.

#### 8.2. Executive restrictions on trading

This General Trading Policy and the restrictions on trading in the Company's shares set out below applies to the following representatives of the Company (**Restricted Persons**):

- (a) the Board;
- (b) directors and company secretary of any subsidiary of the Company;
- (c) any person who is entitled to receive shares, equity performance rights and/or options as part of any equity incentive-based scheme of the Company;
- (d) any Executives; and
- (e) the Company Secretary.

The Restricted Persons are to be subject to restrictions on trading in the Company's shares at certain times of the year. Restrictions also apply where any Restricted Person is exposed to inside information in the course of their duties in accordance with the Insider Trading Policy (see section 7 below).

#### 8.3. Associated Parties

Each Restricted Person has a personal responsibility to ensure that his or her "associated parties" (being immediate family (including a spouse (or equivalent) or dependent), family company or trust) complies with the same respective restrictions as apply to Restricted Person.

#### 8.4. Prohibition on Restricted Persons dealing in Shares

In addition to the overriding prohibition on dealing when a person is in possession of inside information in accordance with the Insider Trading Policy, Restricted Persons and their associated parties are prohibited (unless otherwise agreed to by the Board) from dealing in shares during:

- (a) each period of 60 days immediately prior to the intended date upon which the Company releases its annual financial statements to ASX;
- (b) each period of 60 days immediately prior to the intended date upon which the Company releases its half-yearly financial statements to ASX;
- (c) each period of 60 days immediately prior to the release of a disclosure document offering shares;
- (d) each period of 30 days immediately prior to the intended date upon which the Company holds a Shareholders meeting;

- (e) each period of 15 days, prior to release of the Company's quarterly results announcement to ASX; and
- (f) each period 48 hours immediately after the date upon which the Company issues an ASX announcement of the Company's financial results or the holding of a Shareholders' meeting,

unless otherwise agreed by the Board.

For the avoidance of doubt, it is emphasised that Restricted Persons may not deal whilst in the possession of "Inside Information" (see section 7).

#### **8.5. Board of Directors' discretion**

The Board has an absolute discretion to place an embargo on Restricted Persons and/or Employees and /or their respective associated parties trading in the Company's shares at any time.

#### **8.6. Notification rules in relation to dealing in shares**

Restricted Persons are required to notify the Company of intended dealings in the Company's shares, by themselves or their associated parties, prior to such intended dealings. This should be done by written notice to the Company Secretary outlining:

- (a) name of Shareholder;
- (b) type of proposed transaction (purchase, sale, etc.); and
- (c) number of shares involved.

The Company Secretary will confer with the Chairman in relation to any proposed dealing.

The Chairman and the Company Secretary must keep a written record of any information received from an Employee (including a Restricted Person) in connection with the Share Trading Policy and any clearance or refusal to grant clearance given under this Share Trading Policy.

#### **8.7. Directors to notify ASX of shareholding**

The Directors are required to complete, or request that the Company Secretary complete, necessary forms to be filed with ASX in respect of their shareholding in the Company for the purposes of section 205G of the Corporations Act and the Listing Rules.

All Directors have, and new Directors will, enter into a Director disclosure agreement with the Company (as set out in Guidance Note 22 of the Listing Rules)). The Company Secretary will maintain records of signed copies of these Directors disclosure agreements.

#### **8.8. Exceptional Circumstances**

Where, in exceptional circumstances, and it is the only reasonable course of action available to a Restricted Person (e.g. a pressing financial commitment that cannot be satisfied otherwise) clearance may be given for the Restricted Person to sell (but not to purchase) shares in the Company when that person would otherwise be prohibited from doing so. In this section 5.8, "*exceptional circumstances*" means severe financial hardship, a court order (or court enforceable undertaking), or some other overriding legal or regulatory requirement, to transfer or sell shares in the Company, or other circumstances that may be deemed exceptional by the Chairman. For example, a Restricted Person may be in severe financial hardship if he or she has a pressing financial commitment that cannot otherwise be satisfied.

The Chairman may not give clearance under the exception in section 5.8 if there is a matter about which there is inside information in relation to shares in the Company (whether or not the Restricted Person knows about the matter) when the Restricted Person requests clearance or proposes to deal in shares in the Company.

The Chairman will decide if circumstances are exceptional.

Any clearance given by the Chairman in accordance with section 5.8 must be in writing (which may be in the form of an email). The Chairman must determine, and specify in the written clearance, the maximum duration of the clearance.

### **8.9. Trading not subject to this Share Trading Policy**

The following dealings are not subject to the provisions of this Share Trading Policy in respect of the Company:

- (a) undertakings or elections to take up entitlements under a rights issue or other offer (including an offer of shares in lieu of a cash dividend);
- (b) the take up of entitlements under a rights issue or other offer (including an offer of shares in lieu of a cash dividend);
- (c) allowing entitlements to lapse under a rights issue or other offer (including an offer of shares in lieu of a cash dividend);
- (d) the sale of sufficient entitlements to allow take up of the balance of the entitlements under a rights issue;
- (e) undertakings to accept, or the acceptance of, a takeover offer or pursuant to a scheme of arrangement implemented in accordance with section 411 of the Corporations Act;
- (f) transfer of shares arising out of the operation of an employee scheme into a savings scheme investing only in securities of the Company following:
  - (i) the exercise of an option under a savings related share option scheme; or
  - (ii) release of shares from a profit-sharing scheme;
- (g) the cancellation or surrender of an option under an employee scheme;
- (h) the purchase of shares or the communication of information pursuant to a requirement imposed by law;
- (i) transfers of shares by an independent trustee of an employee share scheme to a beneficiary who is not a person;
- (j) bona fide gifts to a Director by a third party;
- (k) transfers of securities of the entity already held into a superannuation fund or other saving scheme in which the Restricted Person is a beneficiary;
- (l) an investment in, or trading in units of, a fund or other scheme (other than a scheme only investing in the securities of the entity) where the assets of the fund or other scheme are invested at the discretion of a third party;
- (m) where a Restricted Person is a trustee, trading in the securities of the entity by that trust provided the Restricted Person is not a beneficiary of the trust and any decision to trade during a prohibited period is taken by the other trustees or by the investment managers independently of the restricted person; and

- (n) trading under an offer or invitation made to all or most of the security holders, such as, a rights issue, a security purchase plan, a dividend or distribution reinvestment plan and an equal access buy-back, where the plan that determines the timing and structure of the offer has been approved by the Board. This includes decisions relating to whether or not to take up the entitlements and the sale of entitlements required to provide for the take up of the balance of entitlements under a renounceable pro rata issue.

#### **8.10. Hedging**

A Restricted Person must not enter into hedging arrangements with respect to securities in the Company (including any shares, options and rights).

Hedging arrangements include entering into transactions in financial products that operate to limit the economic risk associated with holding securities in the Company.

#### **8.11. Margin Loans**

A Restricted Person must not include his or her securities in the Company in a margin loan portfolio or otherwise deal in securities in the Company pursuant to a margin lending arrangement without first obtaining the Company's consent. Such dealing would include:

- (a) entering into a margin lending arrangement in respect of securities in the Company;
- (b) transferring securities in the Company into an existing margin loan account; and
- (c) selling securities in the Company to satisfy a call pursuant to a margin loan.

The Company may, at its discretion, make any clearance granted in accordance with this Clause 6.11 conditional upon such terms and conditions as the Company sees fit (for example, in regards to the circumstances in which the securities in the Company may be sold to satisfy a margin call).



## 9. Insider Trading Policy

### 9.1. Policy

The Board has established the following Insider Trading Policy to apply to trading in the Company's shares on ASX.

This policy applies to all Directors, Executives and Employees. All Directors, Executives and Employees must not deal in the Company's shares while in possession of price sensitive information.

In addition, the General Share Trading Policy (see above) sets out additional restrictions which apply to Directors and Executives of the Company.

The law imposes a number of significant restrictions on employees of a company when they deal in their company's shares. As fiduciaries, these persons must not utilise their position for their own gain or for the gain of any person other than the company.

The Corporations Act imposes severe penalties (both criminal and civil) on persons who conduct insider trading activities. Any perception of improper conduct by Employees also has the potential to substantially damage the Company's reputation.

The Company has established this Insider Trading Policy in an effort to prevent the incidence of insider trading in the Company's shares. This Insider Trading Policy provides a general summary of the law in Australia in relation to insider trading, and as such operates in addition to the legal requirements. It is the personal responsibility of each Director, Executive and Employee to comply with this Insider Trading Policy.

### 9.2. Overview of the insider trading provisions in the Corporations Act

It is illegal for anybody to deal in any shares of a body corporate (including the Company), when in possession of information that the person knows, or ought reasonably to know:

- (a) is not generally available (including information that the Company has not disclosed to the market in accordance with the Company's Continuous Disclosure Policy); and
- (b) might have material effect on the price or value of those shares if it was generally available (**Inside Information**).

This prohibition extends to procuring another person to deal, and, in the case of shares of listed corporations, extends to communicating the inside information to another person, if the person knows, or ought reasonably to know, that the other person would, or would be likely to, deal in the shares in question or procure another person to do so. To communicate Inside Information to another person is also an offence which carries both civil and criminal penalties.

An Employee or Executive in possession of Inside Information about the Company has a duty to keep that information confidential and must not in any way disclose or communicate that information to any person.

### 9.3. Dealing with security analysts, institutional investors and journalists

An Employee or Executive may be exposed to others outside the Company such as security analysts, institutional investors and journalists. It is important that all Directors, Executives and Employees be aware that selective disclosure of non-public information may result in a breach of the insider trading rules.

It is important to emphasise that it is the mere fact of conveyance of the material non-public information that gives rise to liability, not the manner in which it is conveyed.

It is possible to convey information in breach of this Insider Trading Policy and the Corporations Act by expressing subjective attitudes about the Company's performance or by calling attention to selective information not available as an aggregate to the general public. It is essential to avoid the indirect conveyance of information by any means whatsoever.

If during the course of a discussion with any analyst, journalist or other outsider, material non-public information concerning the Company is disclosed, inadvertently or otherwise, the recipient of the information should be informed of its non-public nature and cautioned against its use unless and until the Company has made full public disclosure of the information. The Company Secretary should be notified of the situation immediately so that a decision can be made regarding disclosure of the information.

No public comments should be made regarding any previously undisclosed operating results or other developments unless authorised by the Company.

## **10. Risk Management Policy**

### **10.1. Background**

While the Board assumes ultimate responsibility for the risk management of the Company, it has delegated the oversight responsibility for risk management and internal control of major risks of the Company to the Audit and Risk Management Committee.

The Audit and Risk Management Committee will meet regularly to review the effectiveness of the Company's risk management systems, processes and internal controls and will report its findings to the Board.

### **10.2. Risk Management**

The Audit and Risk Management Committee will assist the Board in reviewing:

- (a) financial reporting principles and policies;
- (b) controls and procedures;
- (c) the effectiveness of the Company's internal control and risk management framework;
- (d) the integrity of the Company's financial statements; and
- (e) compliance with legal and regulatory requirements.

Executive management is responsible for co-ordination of matters for management of operational and business risk.

All employees have a responsibility to identify, report and/or manage risk as it arises within the work environment.

Material risks and the effectiveness of risk management plans must be escalated to executive management, relevant Board committees and/or the Board as appropriate.

### **10.3. Key Risk Categories**

The Company has developed frameworks to provide structured and disciplined processes for managing key risks.

#### *(a) Operational Risk*

Operational risk is defined as the risk of loss resulting from inadequate or failed internal processes, people and systems, or from external events. This definition includes legal risk, and the risk of reputational loss, however excludes strategic risk.

The Board is responsible for exercising governance over operational risk through the management of the operational risk management framework, policy development, operational risk measurement and capital allocation and reporting of operational risk issues to executive committees. Management is responsible for implementation of the operational risk management framework, including the identification, analysis, assessment and treatment of operational risks on a day to day basis.

#### *(b) Strategic Risk*

Strategic risk is defined as the potential for loss arising from a failure in the Company's strategies. These include strategies designed to address or anticipate changes in the competitive, client, political or regulatory environments.

(c) *Financial Risk*

This is the risk of financial loss due to unexpected movements in volume, profit margin, and operating expenses arising from unexpected changes in the business environment, client preferences and/ or competitor actions. It includes the risk that the Company has insufficient capacity to manage its capital, fund increases in assets, or is unable to meet its payment obligations as they fall due.

**10.4. Risk Appetite**

The Company's risk appetite is set by the Board and integrated within its strategic objectives. The framework provides an enforceable risk statement on the amount of risk the Company is willing to accept, which management operates within at all times. It supports strategic and core business activities and customer relationships, ensuring that

- (a) management focus is brought to bear on key and emerging risk issues and mitigating actions; and
- (b) risk is linked to the business by informing, guiding and empowering the business in executing strategy.

**10.5. Annual Review**

The Audit and Risk Management Committee intends to review the Company's risk management framework at least annually to satisfy itself that it continues to be sound.

The Board will disclose in each annual report for the Company, whether such a review has taken place.

## **11. Whistleblower Policy**

### **11.1. Purpose of the Policy**

Genetic Signatures and its associated entities (GSL, the Company or the Group) prides itself on the high standard of integrity in the organisation. To ensure this is maintained and to reflect the Group's commitment to this high standard the Board has approved this policy, that will serve to:

- a) Foster a culture of openness and honesty;
- b) Encourage the reporting of suspected or actual wrongdoing, and in the process deter wrongdoing;
- c) Provide guidance on the process for reporting concerns and how those will be investigated; and
- d) Give any person reporting their concerns assurance that it can be done safely, securely and with confidence they will be protected and supported, even if they are mistaken.

### **11.2. Who does the policy apply to?**

The following people are classified as eligible whistleblowers (disclosers):

- Past and present directors, officers, and employees of GSL, and partners and relatives of those individuals;
- Contractors, suppliers, and consultants (including their employees) to GSL.

### **11.3. What is covered by the policy?**

Reportable information is that which a discloser has reasonable grounds to suspect behaviours or activities have or will occur that are:

- Fraudulent (dishonest conduct that causes actual or potential financial loss, or results in an unjust advantage to GSL or any other person or organisation);
- Corrupt (includes soliciting, accepting, or offering a bribe, money laundering, facilitation payments or other such benefits);
- Dishonest or unethical (behaviour that breaches GSL policies and code of conduct and that may be detrimental to the interests of GSL including damage to GSL's reputation);
- Illegal (including theft, drug sale or use, violence or threatened violence, criminal acts);
- Breaches of laws or regulations (e.g. tax, corporation's law, regulations governing product, quarantine laws, trade sanctions, etc.);
- A serious danger to health or safety of GSL staff or the public;
- A serious danger or risk to the environment;
- A gross mismanagement or waste of GSL resources;
- Concealment of any of the above.

Reportable information does not include “personal work-related grievances”. These are generally grievances relating to a GSL staff member’s current or former employment or engagement that have implications for that person personally, but do not have broader implications for the GSL group, nor do they concern conduct, or alleged conduct, referred to at sections 1317AA(5)(c)-(f) of the Corporations Act 2001. For example, an interpersonal conflict between staff, or a decision relating to employment conditions. These grievances are to be handled through separate mechanisms.

#### **11.4. How do I raise a reportable event?**

Whistleblowers have several channels through which Reportable Information may be delivered. For GSL employees they should first consider raising their concerns about Reportable Information with their manager as this should make it easier to address the disclosure. If you have any concerns about what is proper conduct for yourself or others you should also raise your concern with your manager. Your supervisor is then obligated to report the allegations to a Whistleblower Protection Officer who is responsible for ensuring the matter will be dealt with promptly and they may commence an investigation or appoint an investigator to examine your concerns.

It is expected that all employees and associates will report any known, suspected, or potential cases of Reportable Information.

If an individual is concerned or uncomfortable about raising the Reportable Information with their manager, it may be done through the following channels:

- To a Whistleblower Investigation Officer (WIO) (Chief Executive Officer, Company Secretary, or Audit & Risk Committee Chairman); or
- Anonymously by completing the Reportable Conduct form and lodging with the Company.

Disclosers are entitled to the protections offered under this policy if Reportable Information is raised with any of the prescribed individuals or organisations referred to in section 1317AI (5)(b) of the Corporations Act 2001, including but not limited to:

- ASIC, Australian Federal Police, or other prescribed Commonwealth authorities;
- An auditor of the Group;
- Legal practitioners;
- Journalists or a member of Commonwealth, State or Territory governments (only if it satisfies a disclosure under the definition as a “public interest disclosure<sup>1</sup>” or “emergency disclosure<sup>2</sup>” as defined in the ASIC Regulatory Guide 270).

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<sup>1</sup> *Public interest disclosure is a disclosure where at least 90 days have passed since the discloser made the disclosure to a prescribed Commonwealth body such as ASIC; the discloser does not have reasonable grounds to believe that actions is being, or has been taken; the discloser has reasonable grounds to believe that further disclosure is in the public interest, and; the discloser has given written notice to the same prescribed Commonwealth body that received the original notice that the discloser intends to make a public interest disclosure.*

<sup>2</sup> *Emergency disclosure is a disclosure where the discloser has previously made a disclosure to a prescribed Commonwealth body such as ASIC; the discloser has reasonable grounds to believe the information concerns a substantial and imminent danger to health or safety of one or more persons or to the natural environment; the discloser has given written notice to the same prescribed Commonwealth body that received the original notice that the discloser intends to make an emergency disclosure, and; the extent of information disclosed in the emergency disclosure is no greater than is necessary to inform he journalist or parliamentarian of the substantial and imminent danger.*

### **11.5. How will the Reportable Event be investigated?**

Investigations will be given priority and therefore will be conducted in a manner that is timely, confidential, objective, and fair. The information provided will be held in strict confidence and stored securely.

A WIO will be assigned to your case who will be, insofar as possible, independent of the department in which the Whistleblower is employed and of any person(s) to whom the complaint relates. This may be an external party. The WIO must be an individual who is not implicated in the Report. The WIO has responsibility for conducting the investigation, keeping the Whistleblower informed where possible, and monitoring the wellbeing of the Whistleblower.

Genetic Signatures' response to a report will vary depending on the nature of the report, including the amount of information that is disclosed. It may not be possible to investigate a disclosure if Genetic Signatures is not able to contact the Whistleblower (for example, if a disclosure has been made anonymously without a means of contacting the Whistleblower).

Any respondent(s) who are alleged to be involved in any Reportable Information will be afforded the opportunity to respond to the allegations as and when required by principles of procedural fairness and subject to any applicable confidentiality requirements.

The method for documenting and reporting the findings of an investigation will depend on the nature of the report. Generally, at the conclusion of the investigation, the Investigating Officer will submit a written report of his or her findings to the Genetic Signatures Audit & Risk Committee. Any such report is the property of Genetic Signatures and will not be provided to an Eligible Protected Person or any other individual the subject of a report.

### **11.6. Treatment of individuals**

Genetic Signatures will keep your report confidential and will only disclose information regarding your identity or information that could be likely to identify you in line with any consent provided by you or as otherwise permitted by law. Reports will be received and treated sensitively and seriously.

A Discloser will be supported and protected such that they will not suffer any personal or financial hardship, as will any person assisting with an investigation. Support is available if required from the CEO or suitable representative. No retaliation or adverse action such as dismissal, harassment or discrimination will be tolerated. There are limits to the level of protection that can be offered to Whistleblowers who are not directly employed by Genetic Signatures, however the Company is committed to providing any support that it is reasonably able to considering the circumstances.





## **12. Anti-Bribery & Corruption Policy**

### **12.1. Introduction**

Genetic Signatures values its reputation as an honest, law-abiding corporate citizen that will compete for business based on the merits of its product offering wherever any one of the Group companies may operate. GSL is committed to doing so without the use of bribery or unfair business practices. This Policy has been developed in conjunction with Genetic Signatures' Code of Conduct and reflects our values to ensure that Genetic Signatures and its Employees observe the highest standards of fair dealing, honesty and integrity.

### **12.2. Who does the Policy apply to?**

The Board of Directors of Genetic Signatures Limited has adopted this Anti-Bribery Policy. The Policy applies to all directors, the senior executive team, officers and employees, contractors and consultants of all entities within the Genetic Signatures group of companies ("Employees"). This policy applies to related entities within Genetic Signatures, as applicable and subject to the entity complying with its regulatory and licensing obligations.

### **12.3. What is Bribery and Corruption?**

Bribery may be defined as an offer, inducement, promise or acceptance of any financial or other advantage that influences or has the potential to influence another party to act improperly in the performance of their duties for the purpose of obtaining or retaining business or commercial advantage. An act of bribery is designed to improperly influence another individual to act dishonestly in the discharge of their duties even if no business advantage is actually received.

Bribes may include but are not limited to the following:

- A promise, whether direct or indirect, authorisation of, or offering anything of value;
- An offer of a kickback, loan, fee, reward or other advantage;
- Donations, aid or voting;

This also covers offers, inducements etc to business partners or relatives of government officials.

### **12.4. Bribery and Corruption Laws and Enforcement**

Bribery is a criminal offence and penalties can be severe for both Genetic Signatures and individual employees. Acts of bribery may result in prosecution at home or in other jurisdictions.

Most countries where Genetic Signatures operates have laws prohibiting bribery and corruption, including Australia (*Criminal Code Act 1995*), United States of America (*Foreign Corrupt Practices Act 1977*) and United Kingdom (*Bribery Act 2010*).

An Employee who offers or accepts a bribe is in breach of the Genetic Signatures Anti-Bribery & Corruption Policy. A breach of applicable law and/or this policy will be regarded by Genetic Signatures as serious misconduct which may lead to disciplinary action, including termination. Genetic Signatures may also report any serious misconduct to relevant authorities, including law enforcement authorities.

## **12.5. Identified Risk Areas**

### **a) Gifts, entertainment and hospitality**

Gifts, entertainment and hospitality comprise payments (even those of potentially nominal value) or gestures provided to third parties of Genetic Signatures or received by Genetic Signatures Employees in the course of conducting Genetic Signatures' business.

These do not constitute a bribe provided the activity complies with all legislative requirements, and they are transparent, culturally appropriate and incapable of being considered an inducement to act dishonestly or in breach of any duty. This Policy allows for reasonable and appropriate gifts, entertainment and hospitality to be offered or received for the purposes of:

- establishing or maintaining good business relationships;
- improving or maintaining Genetic Signatures' image or reputation; or
- marketing or presenting Genetic Signatures' products and/or services effectively.

Employees should apply the following guidelines to help determine what is an acceptable gift, entertainment or hospitality activity.

- What is the intent or purpose of the gift or activity? Is it to influence a third party to gain or retain business advantage, to reward that advantage?
- What is the appearance of the activity? Could the act of giving the gift or providing the entertainment or hospitality be construed as being for an improper purpose even if it is lawful, reasonable and for a proper purpose. Consider how it could be reported in the media.
- Cash or gift cards are never appropriate.
- Often small gifts are offered by suppliers, or gifted to existing customers as a token of appreciation or thanks for assistance, such as a Christmas hamper. Before accepting or giving such gifts consider if this is intended to, or may look like, creating an obligation to the giver or receiver. If in doubt don't accept it.
- If unsure, seek approval from CEO, CFO or another senior manager.

**For avoidance of doubt, any gift or offer of hospitality with a value greater than \$250 (AUD, USD, GBP or EUR, depending on the jurisdiction) must be pre-approved by CEO, CFO or a Director.**

### **b) Donations**

Donations to political parties are not general practice for Genetic Signatures. Any donation of this nature may only be done with the prior approval of the Genetic Signatures Board of Directors and must be for a proper purpose.

Charitable donations on behalf of Genetic Signatures of a small value require pre-approval by CEO. Larger value charitable donations (>\$1,000) will be escalated to the Audit & Risk Committee for approval. These donations must be in accordance with local laws and customs.

## **12.6. How to Raise a Concern**

Genetic Signatures Employees must ensure they read, understand and comply with this policy. All Employees are responsible for the prevention, detection and reporting of bribery or corrupt behaviour. If an Employee believes or suspects a conflict with this policy, they must notify CEO, CFO or a Director, or follow the process in the Genetic Signatures' Whistleblower Policy, as set out in Section 9.

Genetic Signatures relies on its Employees to maintain its culture of honesty and integrity, and this is achieved through open communication. Employees may be concerned about repercussions from making a report. Genetic Signatures will support any person who raises genuine concerns in good faith under this Policy, even if mistaken.