

# Share Trading Policy

**Rubicor Group Limited**

# Share Trading Policy

## Rubicor Group Limited

Current as at 22 September 2008

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### 1. Application

#### 1.1 Definitions

This Share Trading Policy (*Policy*) relates to trading in Rubicor Group Limited shares and related securities. In this Policy:

- *Shares* means ordinary shares of Rubicor Group Limited (*Company*); and
- *Securities* includes Shares as well as financial products issued or created over Shares by third parties, structured financial products, swaps, futures contracts, contracts for differences, spread bets, options, warrants, depositary receipts or other derivatives over or related to the performance of Shares.

#### 1.2 Who does this Policy apply to?

This Policy applies to all executive and non-executive directors, officers, employees, contractors and consultants (collectively, *Employees*) of the Company, and its subsidiaries from time to time (collectively, the *Group*).

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### 2. Reasons for this Policy

The Company has adopted this Policy to regulate dealings by Employees in Securities.

All Employees are required to conduct their personal investment activity in a manner that is lawful and avoids conflicts of interest between the Employee's personal interests and those of the Group and its clients. The Company is also keen to promote shareholder and general market confidence in the Group.

This Policy is specifically designed to raise awareness and minimise any potential for breach of the prohibitions on insider trading contained in the *Corporations Act 2001* (Cth). This Policy is also designed to minimise the chance that misunderstandings or suspicions arise regarding Employees trading while in possession of non-public price sensitive information.

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## 3. Trading Windows

### 3.1 Trading must occur during trading window

All trading in Securities by Employees must be in accordance with this Policy.

No trading in Securities may occur outside of these trading windows without the permission of the Chairman. Permission will ordinarily only be granted in situations of financial hardship and only in the event that the person involved is not in possession of non-public price sensitive information affecting Securities. Requests for permission should generally be made through the Company Secretary.

### 3.2 When is trading during a trading window prohibited?

During the trading window, the laws prohibiting insider trading continue to apply to Employees. Refer to section 4 of this Policy for further details.

Further, Employees **in all circumstances** are prohibited from trading in Securities which:

- (a) amount to “short-selling” of Shares (or an interest in Shares);
- (b) operate to limit the economic risk of an Employee’s holdings of Shares or options (including options granted by the Group, whether or not vested); or
- (c) otherwise enable an Employee to profit from or limit the economic risk of a decrease in the market price of Shares.

### 3.3 When are the trading windows?

Trading windows during which it will be permitted for Employees to buy or sell Securities will be notified by the Company Secretary. These will generally be opened for a period of 17 weeks following the public release by the Company of its annual and half year results to the Australian Securities Exchange (*ASX*) (commencing on the second trading day after, and ending 17 weeks following, the day of such release).

Notwithstanding the time periods described above, the Company may declare a trading window closed at any time at its absolute discretion and without prior notice. For example, this will occur where directors of the Company believe they hold non-public price sensitive information relating to the Group.

Note that **trading windows will not automatically be opened** at the times described above. The Company secretary will notify Employees by e-mail when a trading window is opened or closed and will include that information on the Company’s intranet.

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## 4. Insider trading laws

### 4.1 What is insider trading?

Consistent with the law, all Employees and former Employees are prohibited **in all circumstances** from trading in Securities at any time if they are in possession of non-public price sensitive

information regarding the Group and its Securities **whether or not a trading window is open**. Non-public price sensitive information is information which is not generally available to the public and which a reasonable person would expect to have a material effect on the price or value of Securities.

Employees are also prohibited from procuring others to trade in Securities when the Employee is precluded from trading.

In addition, Employees:

- must not communicate non-public price sensitive information to someone who might then (i) trade in Securities or (ii) procure another person to trade in Securities; and
- should seek to ensure that third parties who come into possession of non-public price sensitive information preserve its confidentiality and do not trade while in possession of that information. This will usually be achieved by means of a written confidentiality agreement.

## **4.2 What are the consequences of insider trading?**

Insider trading is strictly prohibited by law, and it is incumbent upon all Employees to uphold that prohibition. Insider trading, or the perception of insider trading, by any Employee will not be tolerated. The existence of a personal financial emergency or hardship does not excuse compliance with this Policy. It is not only important that the Group and its Employees do not participate in any insider trading activities, but also that we avoid any *appearance* of insider trading. Any allegation of insider trading would be likely to have a serious detrimental impact on our business. As such, we must all be seen to be actively and diligently upholding the law and complying with this Policy.

Insider trading is a crime and can result in imprisonment, fines, orders to pay compensation and other penalties against the Company and Employees.

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## **5. Extension of restrictions to family members and others**

A number of the restrictions described in this Policy prohibit the communication of non-public price sensitive information to other people or arranging for another person to trade in Securities.

Where a person related to or closely connected with an Employee undertakes trading in Securities which are restricted by this Policy, there is often a presumption that such person has been privy to information which is held by the Employee. If that presumption is correct, both the Employee and the other person may have engaged in insider trading. Even if that presumption is incorrect, such trading may create a perception of insider trading.

Accordingly, to the extent that it is within Employees' power to do so, Employees should ensure that any Securities trading which is prohibited by this Policy is not undertaken by their:

- spouse or partner;
- immediate family members such as a parent, child, sibling, in-laws or other relative living in the Employee's home or to whom material support is contributed;
- a company or trust over which the Employee has influence or control (regardless of who is the beneficiary);

- a trust of which the Employee is a beneficiary (other than a trust over which the Employee exercises no control, i.e. a third person or entity exercises exclusive discretionary authority); and
- any other person over whom an Employee has investment control or influence.

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## 6. Pre-notification, reporting and conduct of trades

### 6.1 When must I give notification of intention to trade?

When permitted to trade in accordance with this Policy, all persons dealing in Securities must give prior written notice (which can be by email) of any trade to the Company Secretary. In the case of a director of the Company they must also provide prior written notice (which can be by email) of any intention to trade to the Chairman (or, in the case of notice by the Chairman, to the non-executive directors of the Company).

The above notification obligation does not apply to Shares that are or have been subject to voluntary or mandatory escrow (*Escrow Shares*). Clearly, during the period of escrow, Escrow Shares cannot be traded at all.

### 6.2 What trades do not need to be pre-notified?

The only trades that do not need to be pre-notified are proposed acquisitions under any dividend reinvestment plan (*DRP*), equity incentive or share plan, or as otherwise notified by the Company Secretary. In the case of a DRP, the Employee must only elect to participate in the DRP when they are not in possession of non-public price sensitive information and may not change that election until they are again not in possession of non-public price sensitive information.

### 6.3 Reporting of completed trades

Once a trade of any Securities has been made by or for an Employee, its completion, including volume, must be reported by e-mail to the Company Secretary.

Directors of the Company must report all acquisitions or disposals of Securities, including date, price and volume, without exception so that the Company can comply with its ASX reporting obligations.

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## 7. Takeovers etc

The restrictions in this Policy do not prevent an Employee from accepting a takeover bid or from selling Securities under a scheme of arrangement in respect of the Company.

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## 8. Anti-hedging Policy

Executives are not permitted to enter into transactions with Securities (or any derivative thereof) in associated products which limit the economic risk of any unvested entitlements under any equity-based remuneration schemes offered by the Company.

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## 9. Review of this Policy

This Policy will be reviewed regularly by the Company's directors having regard to the changing circumstances of the Company and any changes to this Policy will be notified to affected persons in writing. If Employees have any comments or views concerning the operation or effectiveness of this Policy, they should be communicated to the Company Secretary.

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## 10. Breaches of this Policy

**Breaches of this Policy will be viewed seriously and may lead to disciplinary action being taken against the relevant Employee. In serious cases, such action may include dismissal. Any Employee who becomes aware of a violation of this Policy should immediately report the violation to the Company Secretary.**

It should also be noted that, in some circumstances, the Company may be obliged to notify regulatory and/or criminal authorities of a serious breach of this Policy.

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## 11. Questions

For questions about the operation of this Policy, please contact the Company Secretary.