

## Corporate Governance Statement

### Principle 5: Make timely and balanced disclosure

Promote timely and balanced disclosure of all material matters concerning the company.

*Recommendations and response:*

#### **R5.1 Establish written policies and procedures designed to ensure compliance with ASX Listing Rule disclosure requirements and to ensure accountability at a senior management level for that compliance.**

Norton has a Continuous Disclosure Policy which aims to provide a timely and balanced picture of all material matters and which requires disclosure of any information concerning Norton that a reasonable person would expect to have a material effect on the price or value of the Company's securities.

This does not apply to particular information where all of the following are satisfied:

- a reasonable person would not expect the information to be disclosed
- the information is confidential and ASX has not formed a contrary view
- one or more of the following applies:
  - it would be a breach of the law to disclose the information
  - the information concerns an incomplete proposal or negotiation
  - the information comprises matters of supposition or is insufficiently definite to warrant disclosure
  - the information is generated for internal management purposes
  - the information is a trade secret.

The Company's Continuous Disclosure Policy is as follows:

- the Board holds the Managing director accountable for communication with ASX in relation to all listing rule matters.
- executives are required to monitor all relevant information regarding the Company's affairs and test it against the Continuous Disclosure Policy on a day-to-day basis. If a potential disclosure obligation arises, it is brought to the attention of the Managing director and, in his absence, the Company secretary.
- required disclosures are made to ASX and posted on the Company's website.
- if matters are not clear-cut, the Managing director confers with another director and/or the Company's legal counsel to determine whether disclosure is required.
- the Chair and Managing director are the only persons authorised to make statements to the media on behalf of the Company. The exception is site-specific matters where the site general manager and, where applicable the project director, is authorised to make statements relevant to the local community.

#### **R5.2 Provide the information indicated in Guide to reporting on Principle 5.**

Information related to Principle 5 is presented above and in the [Company's Annual Report](#).