

Induction Program

Altamin Limited ABN 63 078 510 988 (Company)

To be effective, new directors and senior executives need to have a good deal of knowledge about the Company and the industry within which it operates. To that end, the following *Induction Program* has been devised for new directors and senior executives.

The goal of the *Induction Program* is to assist new directors to participate fully and actively in Board decision-making at the earliest opportunity and to assist senior executives to participate fully and actively in management decision-making at the earliest opportunity.

New Directors		
Goal	How Achieved	Timeline*
<p>To gain an understanding of the rights, duties and responsibilities of the directors and the roles and responsibilities of senior executives.</p> <p>To understand the role of Board committees.</p> <p>To understand meeting arrangements and director interaction with each other, senior executives and other stakeholders.</p> <p>To understand the culture and values of the Company.</p>	<p>Meet with the Chair to discuss:</p> <ul style="list-style-type: none"> the responsibilities of the Board and senior executives as set out in the various Company charters and how these responsibilities are divided. Also to ensure an understanding of the director's disclosure obligations (see <i>Director's Disclosure Obligations</i>) and the duties set out in <i>A Guide to Directors' Duties</i>; the responsibilities of each Committee, as set out in the respective charters; and Company policies relevant to the evaluation of the performance of the Board, its committees and individual directors, including the <i>Diversity Policy</i>. 	
<p>To gain an understanding of the Company's strategic, operational and risk management position.</p>	<p>Meet with the Chair and the Managing Director to discuss the strategies of the Company and how senior management progresses that strategy. Also to discuss the Company's <i>Risk Management Policy</i>.</p> <p>Meet with the Managing Director to discuss the risk management and internal control system to manage the Company's material business risks.</p>	
<p>To gain an understanding of the Company's financial and financial risk position.</p>	<p>Meet with the Chief Financial Officer (or equivalent) to discuss:</p> <ul style="list-style-type: none"> the most recent financial reports of the Company; and the risk management systems in place in relation to financial reporting risks. 	
<p>*Applicable to nominated ASX Contact/Communication Officer appointed on/from 1 July 2022</p> <p>To complete an approved listing rule compliance course and attained a satisfactory pass mark in the examination for that course.</p>	<p>The listing rule compliance course is available free and can be accessed from: https://www2.asx.com.au/about/regulation/asx-compliance/listings-compliance/asx-listing-rules-compliance-course.html</p>	

Senior Executives		
Goal	How Achieved	Timeline*
To understand the respective rights, duties, responsibilities and roles of the Board and senior executives.	Meet with the Chair to discuss the responsibilities of the Board and senior executives as set out in the various Company charters and how these responsibilities are divided.	
To gain an understanding of the Company's strategies and operational and risk management policies.	Meet with the Chair and the Managing Director to discuss the strategies of the Company and how senior management progresses that strategy. Also to discuss the Company's <i>Risk Management Policy</i> . Meet with the Managing Director to discuss the risk management and internal control system to manage the Company's material business risks.	
To gain an understanding of the Company's financial and financial risk position.	Meet with the Chief Financial Officer (or equivalent) to discuss: <ul style="list-style-type: none"> the most recent financial reports of the Company; and the risk management systems in place in relation to financial reporting risks. 	

Existing Directors and Senior Executives		
Goal	How Achieved	Timeline*
To enable the existing Directors and Senior Executives to perform their roles effectively as the Company evolves	Periodically review whether there is a need to undertake professional development and courses to maintain the skills and knowledge needed	

* Reviewed Jun 2023