

# Beta Glass Plc

## Shareholder Engagement Policy

Policy Number:

Review Number (new document)

Responsible Person:

Approved by the Board on: 24<sup>th</sup> day of March, 2022

### 1. Policy

This Policy identifies how the Company and its Board of Directors engage with the Company's shareholders. It also explains how shareholders can communicate with the Board and management.

The Board believes in the importance of constructive dialogue with the Company's shareholders. To facilitate such engagement, this Policy outlines how the Board may communicate with shareholders, how shareholders can communicate with the Board, and provides an overview of how management interacts with shareholders.

The Board understands that to make informed decisions about the Company and to communicate the views of the Board, the shareholders need to understand the Company's business operations and performance. The Board believes engaging with the Company's shareholders increases transparency and encourages them to take an active interest in how the Company is run.

Shareholders may wish to communicate with the Board on:

- Board structure, composition, and performance;
- General Board oversight, including committee charters;
- Material strategic decisions;
- Corporate governance practices;
- Disclosure of financial and non-financial information;

- Executive compensation;
- Oversight of risk, including environmental and social risks; and
- Succession planning.

This Policy covers the disclosure of material non-public information and the Company's Code of Conduct and Ethics, which reflects the Company's commitment to high standards of business conduct and ethics.

## **2. Engaging with shareholders**

The Board and management communicate with shareholders in several ways:

- The Board and management discuss important business developments and answer shareholder questions at annual general meetings. The Company's external auditor is also present and can answer questions about the most recent audit of the Company's financial statements.
- The Company communicates with shareholders through the Company's Annual Report; Quarterly or half-yearly Report to Shareholders as may be considered appropriate; news releases; website; participation in industry conferences, and other meetings.

The Board considers and adopts the best new practices for engaging shareholders when they apply to the Company's circumstances.

## **3. Contacting the Board**

### **3.1 Writing to the Company**

The Board encourages shareholders to contact in exceptional circumstances, the Company secretary or the Chief Financial Officer (CFO) in writing or by email

- The envelope should be marked "Confidential".
- While the Board accepts anonymous communication, it cannot acknowledge or reply to it. The Board encourages shareholders to identify themselves.
- The Company Secretary may read communication to the Chairman and other directors, as their agent for receiving and reviewing communication and meeting requests.
- The Company Secretary or CFO should report their discussions with shareholders to the Board or the appropriate Board committee.



### 3.2 Requesting a face-to-face meeting with a director of the Company

Shareholders may request meetings with the Company Secretary or an Independent Director. All requests for meetings should be sent to the Company Secretary and;

- a. should include whether he or she is a shareholder of the Company or a shareholder representative, and the number and type of shares he or she holds
- b. identify any other person who wishes to attend the meeting
- c. describe the topic(s) the shareholder wishes to discuss

Notes:

- The Company Secretary will consider the request by consulting the Chairman.
- If approved, the Chairman and the Company Secretary will decide which directors and members of management (if needed for support) will attend the meeting.
- Meetings will focus on pre-determined topics and meetings must comply with applicable laws and the Company's policies.
- The Company Secretary will confirm meeting details with the requester.

### 3.3 Asking questions at annual shareholder meetings

The Board encourages questions from shareholders at the Company's annual general meeting. There are several ways to ask them:

- a. in person at the shareholder meeting
- b. in writing, when registering in person at the shareholder meeting
- c. prior to the meeting, by email to the Company Secretary

## 4. Contacting the Company's management

For questions or comments about general business operations, financial results, strategic direction, or other similar matters, shareholders should contact the Company Secretary or the Chief Financial Officer (CFO). The CFO is the Company's official spokesperson and, as an executive, is the best person to communicate the views of both the Board and the Company's management.

For the Company's management, including the CFO or the Company Secretary, communication should be addressed to the **Office of the Chief Financial Officer**

For questions or concerns about business conduct, accounting, internal controls over financial reporting, or auditing matters for the Company's Audit Committee, communication should be addressed to the **Office of the Company Secretary**

### **5. Review of this Policy**

This Policy is subject to review on an "as needed basis"

### **6. Approval of this Policy**

The Board of Directors of Beta Glass PLC approved this Policy this 24<sup>th</sup> day of March, 2022



**Chairman**

  
**Secretary**