

COMMUNICATION POLICY

BETA GLASS PLC

Iddo House, Iddo, Lagos.

COMMUNICATION POLICY

BETA GLASS PLC

1. BACKGROUND

- 1.1. This Communication Policy ("this Policy") seeks to provide clear, efficient and easy to use channels of communication between Beta Glass Plc (' the Company'), its board of Directors ('the Board'), management team, employees and the Company's shareholders, stakeholders and the general public.
- 1.2. This Policy is intended to ensure that communications with the Company's shareholders, stakeholders and the general public investing public is (a) timely, factual and accurate; (b) in accordance with all applicable legal and regulatory requirements; (c) In clear and unambiguous language ; and (c) broadly disseminated.
- 1.3. This Policy shall ensure that the Company and persons associated with the Company avoid any trading, transaction and other activity (or the appearance of any such activity) based on an improper use of material information that has not been generally disclosed by the Company
- 1.4. This Policy seeks to supplement and not replace the communication provision in the Securities and Exchange Commission Code of Corporate Governance for Public Companies (the "Code"), the Companies and Allied Matters Act Cap C 20 Laws of the Federation of Nigeria (LFN) 2004 and Employee Handbook of the Company.

2. INTERNAL COMMUNICATIONS

- 2.1. All communications within the Company shall be of acceptable language, non-political, non-religious and factual. All official correspondents in electronic format (emails) must be sent through the company's electronic mail platform and signed off with the approved electronic signature.

- 2.2. The directors, employees, any other officer of the Company and third parties must maintain the confidentiality of the information with which they are entrusted or privy to, based on their position in the Company. The only exception is when disclosure is authorized or legally mandated.
- 2.3. The discussion and correspondence relating to any business of the Company, with internal or external third parties, is expressly forbidden. All officers of the Company should where practical:
 - a. Shred all documents containing confidential or sensitive information
 - b. Avoid displaying or leaving confidential information in unsecured places
 - c. Not discuss confidential information in public or outside the immediate work area

3. **EXTERNAL COMMUNICATIONS**

- 3.1. All communications with the shareholders, investors, stakeholders, regulators and the general public shall comply with this Policy and applicable law.
- 3.2. The annual report and other relevant information about the Company should be published and made accessible to the public.
- 3.3. All enquiries about the Company or its employees, directors or officers or operations must be referred to the Company's authorized address at Iddo House, Iddo, Lagos or electronic email [Info-nigeria@frigoglass.com].
- 3.4. The Human Resources department of the Company will have the responsibility for processing such enquiries. All mails received at the address and on the portal will be treated and responses sent within 48 hours. The Head of Human Resources department will respond to all general mails while all enquiries relating to the financial position and corporate governance are handled by the Chief Executive Officer of the Company.

- 3.5. No member of the Board or management team shall disclose any article, note, document or information relating to the Company or its members to any person, except in the ordinary course of business or with the express permission of the Board.
- 3.6. All Communications with the media shall be as approved by the Board and its authorized spokesperson.

4. VIOLATION OF THIS POLICY

- 4.1. Non-compliance with the provisions in this Policy shall amount to misconduct.

5. REVISION AND AMENDMENT OF THIS POLICY

- 5.1. The Board may revise, amend or delegate it's authority to revise or amend this Policy as the need arises.

This **Communication Policy** is hereby approved by the Board of Directors of Beta Glass PLC
this 21st day of September, 2017



Chairman



Director