



**CALTEX AUSTRALIA LIMITED**  
**ACN 004 201 307**

**CONTINUOUS DISCLOSURE POLICY**

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**Introduction**

1. Caltex Australia Limited (Caltex) is committed to the promotion of investor confidence by ensuring that trading in its securities takes place in a fair and informed market.
2. Caltex must immediately notify the Australian Securities Exchange (ASX) of any information (unless certain exceptions apply under the ASX Listing Rules) that a reasonable person would expect to have a material effect on the price or value of Caltex's securities (market sensitive information). The ASX's guidance on the meaning of 'immediately' in this context is that it means promptly and without delay.
3. The *Corporations Act 2001*(Cth) (Corporations Act) provides that a reasonable person will be taken to expect information to have a material effect on the price or value of securities of a listed entity if the information would, or would be likely to, influence persons who commonly invest in securities in deciding whether to acquire or dispose of those securities.
4. This policy applies to all employees, directors and officers of Caltex and its subsidiaries.

**General approach**

5. The continuous disclosure regime involves a high degree of judgment to determine when disclosure is required and the information that must be disclosed. Caltex will take a principles based approach to disclosure to meet the letter and spirit of the continuous disclosure regime.
6. Information released to the market will be factual, not omit any market sensitive information and be expressed in an objective and clear manner.

**Continuous disclosures**

7. The Board has specific responsibility for disclosures in relation to the following matters:
    - financial results;
    - dividends;
    - profit outlooks;
    - resignations and appointments of directors and officers;
    - key strategic decisions,and may, as required, delegate authority in relation to a disclosure of information to the ASX in relation to these matters to a committee of the Board or to the Caltex Disclosure Officers.
  8. The Caltex Disclosure Officers are authorised by the Board to approve disclosures to the ASX in relation to all other matters (including the form and content of such an announcement).
  9. The ASX Listing Rules state that disclosure may not be required if:
    - a reasonable person would not expect the information to be disclosed; and
    - the information is confidential and the ASX has not formed a view that the information has ceased to be confidential; and
    - one or more of the following five situations applies:
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- it would be a breach of a 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 the internal management purposes of the entity; or
- the information is a trade secret

### Caltex Disclosure Officers

10. The Board has appointed the following officers, or their delegates as **Caltex Disclosure Officers** under this policy:
  - the Managing Director & Chief Executive Officer (CEO);
  - the Chief Financial Officer; and
  - the EGM Legal & Corporate Affairs.
11. The Caltex Disclosure Officers are responsible for:
  - actively monitoring whether there is any information that may need to be disclosed to the market (including whether any information has been inadvertently or selectively disclosed);
  - actively monitoring the status of any matter that may require disclosure under ASX Listing Rule 3.1;
  - in accordance with clauses 7 and 8, approving the disclosure of information to the ASX (including the form and content of such an announcement) or recommending to the Chairman that a Board meeting be convened to consider the matter;
  - making relevant employees aware of Caltex's continuous disclosure obligations; and
  - developing and maintaining internal guidelines for promoting an understanding of compliance with this policy by Caltex and its employees.
12. Caltex has also appointed the Company Secretary as the primary person responsible for communications with the ASX in relation to Listing Rule matters.

### Disclosure to the Market

13. Once the requirement to disclose information has been determined, the Company Secretary will coordinate the disclosure to the ASX.
14. Caltex will not publicly release information that is disclosed through the ASX until it has received formal confirmation of its release from the ASX.
15. All announcements to the ASX are made on the Caltex website as soon as practical following confirmation of release of the announcement from the ASX.

### Communications with Investors and Analysts

16. The Board has authorised the:
  - Chairman;
  - Managing Director & Chief Executive Officer;
  - Chief Financial Officer; and
  - Investor Relations Manager,

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as **Caltex Market Disclosure Officers** to represent Caltex in all communications with investors and analysts.

17. No other Caltex employees are authorised to communicate with investors or analysts on behalf of Caltex unless previously authorised by the Chairman or by a Caltex Market Disclosure Officer to make that particular communication.
18. The Caltex Market Disclosure Officers may clarify information that Caltex has publicly released to the ASX, but must not make additional disclosures of information that would be likely to have a material effect on the price or value of Caltex securities, unless the information has been disclosed to the ASX in accordance with this policy and any relevant internal guidelines developed by the Caltex Disclosure Officers.

### Analyst and investor briefings

19. Caltex views briefings with investors and analysts as important parts of a pro-active investor relations strategy. Caltex will only discuss previously disclosed information to the ASX in such briefings.
20. All presentation material to be provided at a briefing to investors and/or analysts, or provided during a local or overseas roadshow, which has not been previously released, will be lodged with, and receipted by, the ASX prior to the briefing.

### No embargo of information

21. Caltex will not disclose market sensitive information publicly (for example, to investors, analysts or the media) under an embargo arrangement in any circumstances.

### Prevention of a False Market

22. As a general rule, Caltex will not comment on rumours or speculation, including market rumours or media speculation.
23. Caltex acknowledges that, from time to time, it may be necessary to provide information to the ASX if the ASX considers that there is or is likely to be a false market in relation to Caltex securities following a reasonably specific rumour or media comments. In these cases, Caltex will provide the ASX the information it requests to correct or prevent the false market.

### Analyst Reports & Forecasts

24. Caltex will only comment on information contained in an analyst's report to the extent that the information:
  - has been previously disclosed by Caltex to the ASX or is otherwise in the public domain; and
  - contains factual inaccuracies on historical matters.
25. Caltex will not endorse, or be seen to endorse, analyst reports or the information contained in the reports. This means that Caltex will not:
  - externally distribute an individual analyst's projections or reports;
  - refer to an individual analyst's recommendations on our website unless also referring to all other recommendations from analysts who formally report on Caltex; or
  - comment on an individual analyst's recommendations or proprietary research.

### Trading Halts

26. In exceptional circumstances, it may be necessary for Caltex to request a trading halt from the ASX to prevent trading in Caltex securities taking place in an uninformed market. These
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circumstances may include if Caltex becomes aware of market sensitive information which must be disclosed:

- during ASX trading hours and is not in a position to issue an announcement immediately; or
  - outside ASX trading hours and anticipates that it will not be in a position to issue an announcement before trading next commences.
27. The Company Secretary is authorised to request a trading halt from the ASX following consultation with the Caltex Disclosure Officers to the extent they are immediately available and approved by:
- the Board Chairman and the Chairman of any one of the Board's standing committees, acting jointly; or
  - if the Board Chairman is not immediately available, the Chairmen of any two standing committees acting jointly; or
  - if the Board Chairman and any two committee Chairmen are not immediately available, any other non-executive director.

### Policy Breaches

28. The Caltex Disclosure Officers will monitor compliance with this policy and report any material or recurring breaches immediately to the Board.
29. A breach of this policy may lead to disciplinary action, which may include termination of employment in serious cases.
30. Additionally, a breach of the law relating to continuous disclosure can have serious consequences, including criminal and civil liability, for the company and for an individual.

### Review of Policy

31. The Board will review this policy at least every two years. The policy was last reviewed and approved by the Board on 6 December 2018.

### Publication

This policy will be made available from the Caltex website ([www.caltex.com.au](http://www.caltex.com.au)).