

1. Background

- 1.1 Critica Limited (**Company**) has the following Social Media Policy (**Policy**) to regulate the use of social media by persons associated with the Company or its subsidiaries.
- 1.2 The purpose of this Policy is to:
 - (a) protect the Company's reputation in relation to social media usage;
 - (b) ensure that all social media content referencing the Company is consistent and in line with the Company's Code of Conduct, Continuous Disclosure Policy and Trading Policy; and
 - (c) establish clear guidelines for professional use of social media on behalf of the Company as well as personal use of social media when referencing the Company.
- 1.3 This Policy is for the mutual protection of the Company and anyone who works for or on behalf of the Company. It is not intended to prevent, discourage or unduly limit the expression of opinion or online activities by persons covered by this Policy.

2. Scope

- 2.1 This Policy applies to:
 - (a) all employees, directors and officers as well as contractors and consultants working for or on behalf of the Company;
 - (b) any use of social media where you are identified, or could reasonably be identified, as an employee, director or officer of, or contractor or consultant to, the Company; and
 - (c) all forms of social media, inclusive of personal social media accounts and the Company's social media accounts, including but not limited to social networking sites, instant messaging, Company and other professional networking tools, media sites hosting articles with comments, blogging sites, online forums and discussion boards and photo and video sharing sites.
- 2.2 This Policy does not apply to your personal use of social media where there is no nexus or connection to the Company. A nexus or connection to the Company includes the Company's activities, products, services, competitors and other individuals or organisations related to the Company as well as employees, directors and officers of and contractors and consultants to the Company.

3. Context

- 3.1 You are personally responsible for the content you publish online and should be aware of the effect your actions may have or are likely to have on your reputation, the Company's reputation or the reputation of the Company's stakeholders. You should be mindful that posts may be read by people from a variety of backgrounds who may not share your opinion, perspective or communication style.
- 3.2 You must ensure you understand how to properly operate social media applications, including privacy settings. Claims of ignorance will not excuse any contraventions of this Policy.
- 3.3 Any information posted or published on social media should be treated as publicly available information.

4. Policy

- 4.1 Only authorised persons identified by the Company's company secretary (**Company Secretary**) or managing director/chief executive officer (**Managing Director/CEO**) or where applicable the Chairman of the Board (**Chairman**), can post or respond to content on behalf of the Company on social media. Company-related social media accounts can only be created with the prior written authorisation of the Company Secretary or Managing Director/CEO.
- 4.2 When using social media in reference to the Company, its employees or stakeholders, whether on personal social media accounts or Company social media accounts, you must adhere to the Company's values, policies and procedures, including but not limited to this Policy, the Code of Conduct, Continuous Disclosure Policy and Statement of Values. You must not post material that is or that may reasonably be perceived to be inappropriate or harmful to the Company, its reputation, its employees or any of its stakeholders. This does not preclude you from tagging the Company when attending work-related and industry events.
- 4.3 Some examples of prohibited social media conduct include but are not limited to posting commentary, content or images that are unlawful, fraudulent, threatening, bullying, embarrassing, defamatory, pornographic, proprietary, harassing, discriminatory (in relation to a person or group based on age, colour, creed, disability, family status, gender, nationality, marital status, parental status, political opinion or affiliation, pregnancy or potential pregnancy, race or social origin, religious beliefs or activity, responsibilities, sex or sexual orientation), personally insulting, profane (whether obfuscated by symbols or not), ethnic slurs or content that may create a hostile or unsafe work environment or negatively affect the Company's reputation or relationship with its stakeholders.
- 4.4 You must not publish, post or release any information that is considered confidential or that is not publicly available. This includes information regarding the Company's operations, business, clients, services, prices, financial position, financial results, security or activities. You should consult with the Company Secretary or Managing Director/CEO if you have questions about what is considered confidential.
- 4.5 When making comments on personal social media accounts that relate to the Company or to the type of activities the Company undertakes, you must make it clear that you are expressing your own personal views so that your comments are not perceived to be made on behalf of the Company. You must not use your Company email address or the Company's logo or insignia as doing so may give the misleading impression that the Company has endorsed or supported your personal comments.
- 4.6 You must not use social media to publicly complain about your employment or any work-related matter. The appropriate process for resolving such complaints is through discussions with your manager or supervisor.
- 4.7 You must ensure that information you present about the Company, its services and activities are factually correct and accurate. If information is inaccurate, you must take action to ensure it is corrected.
- 4.8 You must request and obtain the prior written authorisation of the Company Secretary or Managing Director/CEO before you make any reference to post any images of the Company's current or former employees, directors, officers, contractors, consultants or stakeholders. Additionally, appropriate permission must be obtained to use a third party's copyright material, trade mark or other intellectual property.

5. Breach of this Policy

- 5.1 You must immediately report any breaches of this Policy to your manager, supervisor, the Company Secretary or Managing Director/CEO.

5.2 Subject to applicable law, any online activity that breaches this Policy, the Company's Code of Conduct or any other Company policy may subject you to disciplinary action up to and including the termination of your employment with or engagement by the Company. The Company may also direct you to remove any commentary, content or images posted to social media that contravene this Policy or any other Company policy.

6. Review

This policy will be reviewed annually by the Board to ensure it is operating effectively and determine whether any amendments are required.

7. Associated documents

- 7.1 Code of Conduct
- 7.2 Statement of Values
- 7.3 Continuous Disclosure Policy
- 7.4 Trading Policy