

## **Introduction**

Cardno is committed to communicating efficiently and effectively with shareholders. Cardno recognises the importance of giving shareholders ready access to balanced and understandable information about the company and corporate proposals.

This policy identifies the methods adopted by Cardno in its communications with shareholders. For more guidance on the content and approval of communications please refer to the Continuous Disclosure Policy contained in the Investor Centre section of Cardno's website ([www.cardno.com.au](http://www.cardno.com.au)).

## **Methods of Communication**

Cardno communicates with shareholders via the following means:

- releases to the market via the Australian Securities Exchange (ASX);
- post and electronic mail;
- Cardno's website;
- Annual General Meetings; and
- the media.

## **Releases to the Market**

Cardno makes announcements to the ASX in accordance with the ASX Listing Rules. ASX makes such announcements available on the ASX website ([www.asx.com.au](http://www.asx.com.au)). In addition, all information disclosed to the ASX is made available under the Investor Centre section on Cardno's website.

## **Post and Electronic Mail**

Shareholders may request to receive Cardno information, including the Annual Review, Financial Report and notices relating to the Annual General Meeting, by post or email. It is the shareholder's responsibility to notify Cardno's share registry Computershare Investor Services of changes to the shareholder's contact details and, in the case of email, maintain a current email account.

## **Website**

The Investor Centre section of Cardno's website ([www.cardno.com.au](http://www.cardno.com.au)) contains the following information:

- ASX Announcements and Media Releases;
- Shareholder Information (including ASX presentations, AGM notices and explanatory material, Calendar and Corporate Directory);
- Financial Information (including Annual Review and Financial Reports);
- Corporate Profile (including information on Directors, Fast Facts and Company History); and
- Corporate Governance (including the Corporate Governance Policy, Code of Conduct and other relevant policies and committee information).

## **Annual General Meetings**

Shareholders are encouraged to attend Cardno's Annual General Meeting and ask questions about, or comment upon, the management of the company.

The external auditor attends the Annual General Meeting and is available to answer shareholder questions about the conduct of the audit and the preparation and content of the Auditor's Report.

A copy of the Notice of Annual General Meeting (including any explanatory information) is made available under the Investor Centre section of Cardno's website.

### **Media**

If Cardno makes a financial or major projects announcement to the media, a copy of the media release is made available under the Investor Centre section of Cardno's website.

### **Contacts**

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