## **Disclosure Committee Tasks:**

The Disclosure Committee's primary functions are:-

- 1. Ensure the accuracy, completeness and timeliness of the Disclosure of financial and non-financial information, ensuring that such information is properly communicated internally to allow timely decisions regarding required disclosure.
- 2. Review and approve prior to public disclosure, the company's;
  - a. Annual Report and quarterly reports and any other information filed with the stock exchange/regulators.
  - b. Press releases containing financial information, earnings guidance, forward-looking statements, information about material transactions, or other information material to the Corporation's security holders.
  - c. Correspondence broadly disseminated to shareholders.
  - d. Other relevant communications or presentations (collectively, the "Disclosure Statements").
- 3. In the case of b-d above, assess whether information concerning the Company should be disclosed to the market or not and also determine the substance of the market disclosure and when the disclosure must be made.
- 4. Submit to the Board as soon as practicable (recognizing that disclosure issues are often time sensitive) the Committee's recommendations and, where appropriate, proposed disclosures to enable the Board to authorize such disclosures (modified as it may determine) or, if such is the case, to confirm that no disclosure is necessary or appropriate.
- 5. Review and advice on the scope and content of disclosure (including any selective disclosure permitted under applicable law).
- 6. Determine on a timely basis the disclosure treatment of material information, overseeing the preparation of regulatory filings and assisting in the design, implementation and periodic evaluation of the adequacy and effectiveness of disclosure controls and procedures.
- 7. Identify inside information for the purpose of maintaining the Company's insider list.
- 8. Determine whether to request in particular circumstances a trading halt or voluntary suspension of trading.
- 9. Respond to any requirement from the stock exchange or regulators to disclose market sensitive information to correct or prevent a false market.
- 10. Resolve questions about the materiality and treatment of information.
- 11. Evaluate and mandate website disclosure practices and other communication policies particularly with respect to financial or other market sensitive information.
- 12. Ensure that a record is maintained of the Company's public disclosures.
- 13. Maintain a record of matters considered for disclosure but not disclosed.
- 14. Assess relevant and substantive market rumours or speculation concerning the Group and make recommendations as to what response, if any, should be made.
- 15. Recommend appropriate employee training in respect of the handling of inside information and the Group's Disclosure Policy.