

# Share trading policy

Risk and Assurance

Monadelphous Group Limited

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## **i. Company Definition**

This document applies to all sites, employees and activities of Monadelphous Group Limited (herein referred to as The Company).

## **ii. Purpose**

This document forms part of the Monadelphous Group Limited (MND) Code of Conduct and regulates all Dealings, either Directly or Indirectly, by Key Management Personnel and Other Employees in shares and other Securities issued by MND or by third parties over MND Securities.

## **iii. Scope**

The Policy applies to all MND employees and directors.

## **Introduction**

Monadelphous Group Limited (MND) recognises that acting with uncompromised integrity and professionalism will protect and enhance our reputation, an invaluable asset to the Group. Accordingly we have developed a Code of Conduct, part of which details the MND Share Trading Policy.

The MND Share Trading Policy regulates Dealings, either Directly or Indirectly, by Key Management Personnel and Other Employees in shares or other securities issued by MND or by third parties over MND's securities (such as derivatives) (collectively, "Securities"). The nature of the Group's operations require that Key Management Personnel and Other Employees have an intimate knowledge of all aspects of the Group's business, and as a result of these responsibilities some Key Management Personnel and Other Employees may become aware of Unpublished, Price-Sensitive Information.

MND considers it is good corporate governance practice to ensure controls are in place to ensure Key Management Personnel and Other Employees are aware of the legal restrictions on Dealing in shares while in possession of, or where they could be perceived to be in possession of, Unpublished, Price-Sensitive Information, and to remove the likelihood of any misunderstandings or suspicions arising.

This *MND Share Trading Policy* extends to procuring another person to Deal in Securities, and to communicating Price-Sensitive Information to another person, where the Key Management Personnel or Other Employee knows or ought reasonably to know that the other person would be reasonably likely to Deal in the Securities, or procure another person to do so.

This *MND Share Trading Policy* is in addition to (and separate and distinct from) the legal prohibitions on insider trading (even though there may be overlap). The insider trading laws are summarised at the end of this policy.

As outlined in the *MND Code of Conduct (BMS-POL-025)*, a breach of this Policy may lead to disciplinary action such as counselling through to dismissal or termination of contract. In addition, if Key Management Personnel or Other Employees breach the insider trading laws, there may be serious civil and criminal consequences as a result.

## **Restrictions on Dealing**

Key Management Personnel and Other Employees may, Directly or Indirectly, only Deal in MND Securities during specific periods, and then only if they do not possess any Unpublished, Price-Sensitive Information relating to MND.

The trading periods in which Key Management Personnel and Other Employees are allowed to Deal in MND Securities, either Directly or Indirectly, spans the period between 24 hours and 30 working days after each of the following events:

- Release of the MND half yearly results to the Australian Securities Exchange;
- Release of the MND annual results to the Australian Securities Exchange;
- The close of the MND Annual General Meeting; or
- Any other time as the Board of Directors of MND permits.

All other periods are “closed periods” during which Key Management Personnel and Other Employees are prohibited from Dealing in MND Securities. From time to time, the Board of Directors of MND may also declare that Key Management Personnel and Other Employees are prohibited from Dealing in MND Securities during the above trading periods even though those trading periods are not closed periods.

Key Management Personnel and Other Employees must notify the Company Secretary by completing *Share Trading Policy Declaration (BMS-FRM-553)* before:

- The Key Management Personnel or Other Employee, either Directly or Indirectly, Deals in MND Securities; or
- With the Key Management Personnel’s or Other Employee’s knowledge, an associate of the Key Management Personnel or Other Employee Deals in MND Securities at any time.

The notification must state that the proposed Dealing is not as a result of access to, or being in possession of Unpublished, Price-Sensitive Information.

Even when a Dealing occurs within the trading periods referred to above, this will not preclude it from breaching the insider trading laws if done when in possession of Unpublished, Price-Sensitive Information. It is up to the relevant Key Management Personnel or Other Employee to ensure that this is not the case.

### **Chair’s Approval for Dealing during prohibited periods**

In “exceptional circumstances”, the Chair may permit Dealing in MND Securities by Key Management Personnel or Other Employees when this policy would otherwise prohibit such Dealing.

Exceptional circumstances include (without limitation) the requirement to sell MND Securities due to the employee’s severe financial hardship or a court order, court-enforceable undertaking or other overriding legal or regulatory requirement. Approval of any other exceptional circumstances is at the Chair’s discretion.

Where Dealings would otherwise be prohibited by this policy, approval must be sought in writing prior to transacting by completing *Share Trading Policy Declaration (BMS-FRM-553)* and having it authorised by the Chair (in writing or via email).

The Chair reserves the right to approve or refuse a request without providing reasons and can withdraw approval if new information comes to light or there is a change of circumstances. Any decision of the Chair is final. If approval is not granted, the relevant Key Management Personnel or Other Employee must keep that information confidential and not disclose it to anyone.

Generally, approval will not be granted if the Chair is aware that the Company is likely in the short term to release a periodic financial report or make an announcement of market sensitive information.

After approval has been granted, the transaction to Deal in MND Securities must be completed within 5 (five) working days after the approval (or such longer time as stated in the approval).

Where the Chair is seeking approval to Deal in MND Securities where this policy would otherwise prohibit the Dealing, or if the Chair is unavailable, the MND Board of Directors must provide prior approval of the proposed transaction.

Any approval to Deal is not an endorsement of the proposed Deal. Accordingly, Key Management Personnel and Other Employees are individually responsible for their investment decisions and their compliance with the insider trading laws.

In particular, if subsequent to receiving specific approval to Deal, the relevant Key Management Personnel or Other Employee comes into possession of Unpublished, Price-Sensitive Information, they must not Deal despite having received approval.

### **Notification following Dealing**

Upon completion of any Dealing (whether or not approval of the Chair was required), the Key Management Personnel or Other Employee must inform the Company Secretary within 2 (two) working days of all details relating to the transaction including the date of the transaction, the number and class of Securities involved and the price per security, by completing and returning to the Company Secretary *Share Trading Policy Declaration (BMS-FRM-553)*.

Key Management Personnel and Other Employees are reminded of their obligations under the *Corporations Act* to notify MND if they begin to have, or cease to have, a Substantial Holding in MND or if they already have a Substantial Holding in MND and there is a movement of at least 1% in their holding.

Directors are also reminded of their obligations under the *Corporations Act*, and MND's obligations under the *ASX Listing Rules*, to notify ASX of any changes to a director's interests in the Company's Securities.

### **Granting security over MND Securities**

Key Management Personnel or Other Employees must notify the Company Secretary if they enter into a margin lending facility or other secured financing arrangement affecting their MND Securities by completing and returning to the Company Secretary *Share Trading Policy Declaration (BMS-FRM-553)*. The Company will determine whether the arrangement requires disclosure to the market.

### **Hedging arrangements**

In accordance with the *Corporations Act*, Key Management Personnel and their closely related parties are prohibited from entering into hedging arrangements with respect of any part of their remuneration that has not vested, or that has vested but is subject to a holding lock. This will include Securities issued under incentive plans.

### **Exclusions**

The MND *Share Trading Policy* does not apply in the following circumstances;

- transfers of MND Securities already held into a superannuation fund or other saving scheme in which the relevant Key Management Personnel or Other Employee is a beneficiary;
- an investment in, or Dealing in units of, a fund or other scheme or arrangement (other than a scheme only investing in MND Securities) where the assets of the fund or other scheme are invested at the discretion of a third party;
- where the relevant Key Management Personnel or Other Employee is a trustee, Dealing in the Securities of MND by that trust provided the Key Management Personnel or Other Employee is not a beneficiary of the trust and any decision to Deal during a prohibited period is taken by the other trustees or by the investment managers independently of the Key Management Personnel or Other Employee;
- undertakings to accept, or the acceptance of, a takeover offer or similar transaction;
- Dealing under an offer or invitation made to all or most of the security holders, such as a rights issue, a security purchase plan, a dividend reinvestment plan or an equal access buy-back, where the plan that determines the timing and structure of the offer has been approved by the MND Board of Directors. This includes decisions relating to whether or not to take up the entitlements and the sale of entitlements required to provide for the take up of the balance of entitlements under a renounceable pro rata issue;
- where the beneficial interest in the relevant Securities does not change;
- a disposal of Securities of MND that is the result of a secured lender exercising their rights, for example (where permitted), under a margin lending arrangement;
- the conversion of a convertible security held under an employee incentive scheme, where the final date for conversion of the security falls during a closed period and MND has been in an exceptionally long closed period or MND has had a number of consecutive closed periods and the Key Management Personnel or Other Employee could not have been expected to convert their security at a time when free to do so;
- the exercise (but not the sale of Securities following exercise) of an option or a right under an employee incentive scheme; or
- withdrawal of MND Securities from an Employee Share Trust (but not the sale of Securities following withdrawal).

In the event of any uncertainty regarding the implementation of this Policy, those affected need to ensure that the market is fully informed before they Deal and as a matter of course, and to protect themselves, should discuss the intended Dealing with the MND Chair, the Company Secretary or their legal advisers.

Key Management Personnel and Other Employees are required to notify the Company in the prescribed manner of any change in their security holding.

Insider trading laws will continue to apply, and must be observed, even where one or more of the above exclusions under the Policy apply.

### **Insider Trading**

The requirements imposed by the Policy are separate from, and additional to, the legal prohibitions in the *Corporations Act* on insider trading.

Under the insider trading provisions, "inside information" is information that:

- is not generally available; and
- if it were generally available it would, or would be likely to, influence investors in deciding whether to buy or sell MND Securities.

Insider trading is prohibited at all times. If an employee or director possesses inside information, the person must not:

- subscribe for or trade in Securities;
- advise others or procure others to subscribe for or trade in Securities; or
- pass on the inside information to others – including colleagues, family or friends – knowing (or where the employee or director should have reasonably known) that the other persons will use that information to trade in, or procure someone else to trade in, Securities.

This prohibition applies regardless of how the employee or director learns the information (e.g., even if the employee or director overhears it or is told it in a social setting).

The prohibition on insider trading applies not only to information concerning MND's Securities. If a person has inside information in relation to securities of another company, that person must not deal in those securities. This may include customers, counterparties, contractors and suppliers with whom MND deals.

Insider trading is prohibited at any time if the person possesses inside information, irrespective of whether this Policy provides that Dealing could occur in a trading window or outside a closed period, whether it is excluded from the operation of the Policy or whether any specific authority to trade has been given.

A breach of insider trading laws, may result in serious civil and criminal consequences.



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**Rob Velletri**  
Chair  
Monadelphous Group Limited

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