



Shareholder Communication and Participation Policy

• Appen Limited

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Shareholder Communication and Participation Policy

1 Introduction

- 1.1 Appen Limited (**Company**), believes in maintaining full and open communication with its shareholders and observing the highest standards in corporate governance and shareholder communications. This Policy sets out the Company's policy for communication with its shareholders. This Policy also outlines the processes which the Company has in place to facilitate and encourage participation in shareholder meetings.
- 1.2 In its communication with shareholders, the Company ensures compliance with the ASX Listing Rules and the Corporations Act 2001 (Cth), via the processes described in the Company's 'Continuous Disclosure Policy'.

2 Aim of Policy

- 2.1 The aim of this Policy is to promote and maintain the confidence of the Company's shareholders through ongoing timely, balanced and effective communication. The Company aims to be a model corporation in its approach to shareholder communications and relations. The Company seeks to ensure that each shareholder interaction with the Company meets the highest levels of professionalism and quality.

3 Communications between the Company and shareholders

- 3.1 The Company is committed (subject to commercial and confidentiality constraints) to maintaining direct, open, timely and effective two-way communications with all shareholders.
- 3.2 The Company communicates with shareholders via the following means:
 - release of half year and full year financial statements;
 - release of ASX Announcements relating to important strategic and financial initiatives;
 - investor Technology Day presentations;
 - publication of an Annual Report;
 - conducts an Annual General Meeting;
 - live webcasts of results briefings and Annual General Meetings; and
 - provision of information and resources through the online Investor Center at www.appen.com/investors.
- 3.3 Shareholders may communicate with the Company by clicking on the 'Contact Us' link on the Investor Center section of the Appen website at www.appen.com/investors, or by contacting the Company at any address on the Company's website at www.appen.com. The views or comments of shareholders communicated to the Company will be distilled and if considered appropriate, will be passed on to the Board. If appropriate, a representative of the Company may meet with the shareholder to discuss the matter.
- 3.4 Shareholders can choose to receive Company documents relating to their shareholding – including the Annual Report and dividend statements – in hard copy or electronically. Shareholders can make these elections through the Company share registry, Link Market Services (www.linkmarketservices.com.au)
- 3.5 All announcements made by the Company to the Australian Securities Exchange (**ASX**) are also posted on the Company's website at www.appen.com/investors.

- 3.6 Shareholders can also sign up via the Investor Center to receive email alerts each time the Company issues a new ASX Announcement.
- 3.7 To the extent practicable, all communications to shareholders will be formatted to be easily readable on a computer screen and other electronic devices.

4 The Company's website

- 4.1 The Company maintains an online Investor Center to provide shareholders with information about the Company, its governance framework, a communications area with links to ASX announcements, annual reports, company presentations and notice of shareholder meetings and the Company's share registry contact details.

5 Use of electronic communication and other technology

- 5.1 Shareholders may communicate electronically with the Company and its Registry as provided for on the website.
- 5.2 The Company will communicate by post with shareholders who have not elected to receive information electronically.
- 5.3 The Company may consider the use of other technologies as they become widely available.

6 Participation in general meetings

- 6.1 The Company aims to give the maximum number of shareholders the opportunity to participate in general meetings.
- 6.2 Shareholders who are not able to attend the meeting and exercise their right to ask questions about, or make comments on, the management of the Company are to be given an opportunity to provide questions or comments before the meeting. Where appropriate, these questions or topics will be addressed in the Chairman or CEO presentation's.
- 6.3 The Company seeks to ensure that the form, content and delivery of notices of general meetings will comply with the Company's constitution, the Corporations Act and Listing Rules. Notices of meeting and accompanying explanatory notes aim to clearly, concisely and accurately set out the nature of the business to be considered at the meeting. The Company will place notices of general meetings and accompanying explanatory material on the Company's Investor Center.

7 External auditors

- 7.1 The Company will ensure that the external auditor attends the AGM and will be available to answer shareholder questions about the conduct of the audit and the preparation and content of the auditor's report.

8 Review and publication of this policy

- 8.1 The Board will review this policy annually to ensure it remains relevant to the current needs of the Company and consider if any changes should be made. This policy may be amended by resolution of the Board.

- 8.2 This policy is available on the Company's website and the key features are published in the Corporate Governance Statement.

Adopted on 17 December 2020