

Continuous Disclosure Policy

Service Stream



1. Purpose

The purpose of this Policy is to ensure Service Stream Limited (the **Company**), its officers and employees comply with the Company's legal and regulatory disclosure obligations to ensure that the Company:

- a) provides shareholders and the market with timely, direct and equal access to information issued by the Company;
- b) promotes investor confidence in the integrity of the Company and its securities; and
- c) provides announcements that are accurate, balanced and expressed in a clear and objective manner to allow investors to assess the impact of the information when making investment decisions.

2. The Company's continuous disclosure obligation

The Corporations Act and ASX Listing Rules requires the Company to immediately notify the Australian Securities Exchange (ASX) of any information concerning the Company that a reasonable person would expect to have a material effect on the price or value of the Company's securities (**Material Information**).

A reasonable person will expect information to have a material effect on price or value of the Company securities if the information would, or would be likely to, influence investors in deciding whether to acquire or sell the Company's securities.

The Company is deemed to be "aware" of information if a director or executive officer of the Company has, or ought reasonably to have, come into possession of the information in the course of their duties.

"**Executive Officer**" means senior executives, executives and any other person or persons concerned in, or taking part in, the management of the Company.

3. Exceptions to the continuous disclosure obligation

The Company is not required to disclose Material Information to the ASX if an exception to the ASX Listing Rules applies. Whether any of those exceptions apply will be determined solely by the Audit & Risk Committee or the Managing Director and Company Secretary. The Company has measures in place to safeguard confidential information to avoid premature disclosure.

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4. Reporting to a Disclosure Officer

If Material Information is inadvertently disclosed or a Director or employee becomes aware of any information that is, or that may be, price sensitive information, a Disclosure Officer must be immediately contacted so that appropriate action can be taken including, if required, announcing the information through the ASX.

Any Director or employee of the Company who has information but is unsure whether the Company must disclose that information should always err on the side of caution and immediately notify a Disclosure Officer.

5. Disclosure Officers

The Directors, Managing Director, Chief Financial Officer and Company Secretary are Disclosure Officers.

6. Notifying and disclosing Material Information

6.1. Authority to authorise ASX announcement

Only a Disclosure Officer may authorise communication on behalf of the Company in relation to matters requiring disclosure by the ASX Listing Rules.

The Board approves the text of any announcement to the ASX.

Where the urgency of the subject matter precludes reference to the full Board, an announcement may be approved by the Directors who are available.

The Company Secretary is responsible for communications with the ASX.

6.2. Disclose to ASX first

In general, you must not disclose any Material Information to any person outside the Company unless it has first been given to the ASX by the Company.

7. Communicating with analysts, the media, shareholders and others

Questions, queries or other requests for information from analysts, the media or shareholders must be referred to the Investor Relations Manager, Chief Financial Officer or Managing Director. In general, Material Information must not be disclosed before it has been announced to the ASX.

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No other publications about or mentioning the Company may be issued without the approval of the Managing Director and a copy supplied to the Company Secretary.

8. Trading halts

The Company may request a trading halt to prevent the emergence of a false or uninformed market for the Company's securities and to manage disclosure issues.

9. Managing market speculation and rumours

Generally, the Company has a "no comment" policy on market speculation and rumours which must be observed by all employees and consultants. However, the Company will take appropriate action to prevent a false market and will comply with any request by the ASX to comment upon a market report or rumour.

10. Pre-results period

To prevent inadvertent disclosure of material information, during the time between the end of the financial year or half year and the actual announcement of results, the Company will not discuss financial performance, broker estimates and forecasts with analysts, investors or the media, unless the information discussed has already been disclosed to the market.

11. Policy breaches

The Company considers contravention of this Policy as a serious matter. Breaches by employees of this Policy or any documents that support this Policy may lead to disciplinary action including dismissal in serious instances. Additionally, directors, employees and contractors involved in any breach of the continuous disclosure regime may also face criminal and civil liability.

Furthermore, a breach of continuous disclosure obligations can result in criminal and civil liability for the Company. It can also result in claims for compensation by person's (including shareholders) who have suffered or may suffer a loss as a result of the breach.

ASIC also has the power to issue administrative orders known as infringement notices (with significant financial penalties) where ASIC considers a company has contravened the continuous disclosure regime.

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12. Further information

Should you have any questions about this Policy or your obligations under it, please contact the Company Secretary on (03) 9677 8888.

13. Policy review

This Policy is subject to annual review to confirm that it is operating effectively and whether any changes are required to this Policy.