



## ASX Announcement

24 August 2023

### Securities Trading Policy

**LiveTiles Limited (ASX:LVT)**, a global leader in employee experience software for employee collaboration and communications, hereby provides in accordance with Listing Rule 12.10, a copy of its updated Securities Trading Policy.

*This announcement has been authorised for release by the Board of LiveTiles Limited.*

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#### About LiveTiles:

LiveTiles is a global leader in the employee experience software for employee collaboration and communications, creating and delivering solutions that drive digital transformation, productivity, and employee engagement in the modern workplace.

LiveTiles have operations spanning North America, Europe, Asia and Australia, and services over 1,000 customers. LiveTiles is a leading player in the Employee Experience Platform Industry and has been acknowledged as such by Forrester and Gartner.

# Securities Trading Policy

Approved by the LiveTiles Limited Board 18 August 2023

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# Securities Trading Policy

## LiveTiles Limited (ACN 066 139 991) (the Company)

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### 1. Introduction and Purpose

#### 1.1 Background

This Securities Trading Policy (**Policy**) regulates Trading by Directors and Employees of the Company and its subsidiaries (the **LiveTiles Group**) in Company Securities or Securities of other companies.

Directors and all Employees must comply with the insider trading prohibitions of the *Corporations Act 2001* (Cth) and to the extent applicable, include applicable equivalent legislation in foreign countries, (together, the **Acts**). Any person who possesses inside information in relation to a company must not Trade in Securities of that company, regardless of the terms of this Policy or any written approval given under this Policy in respect of Company Securities.

In addition to setting out general principles in relation to Trading in Securities applicable to all Directors and Employees of the Company and the LiveTiles LiveTiles Group, this Policy recognises that there are specific periods when Directors and Restricted Employees should not Trade in Company Securities. This Policy also sets out procedures which apply to Trading in Company Securities by Directors and Restricted Employees.

A breach of the law relating to insider trading can have serious consequences, including individual criminal and or civil liability as well as disciplinary action, including termination of employment with LiveTiles.

#### 1.2 Purpose and Objectives

This Policy sets out the policy of LiveTiles Group regarding its directors, officers, employees and secondees / contract-hires engaging in:

- (a) trading in LiveTiles Securities; or
- (b) insider trading.

the objective of this **Policy** is to ensure that LiveTiles and its representatives not only comply with the law, but are beyond reproach in their dealings in the Securities and Inside Information of LiveTiles and other entities with which LiveTiles deals. This policy prohibits insider trading.

#### 1.3 Application

This Policy applies to LiveTiles Limited regarding LiveTiles Group Directors and Employees, Officers, Employees including Restricted Employees and secondees/ contract-hires to comply with their obligations under the insider trading prohibitions of the Acts and to protect the reputation of LiveTiles Group, its Directors and Employees.

It also extends to the Immediate Family Members of LiveTiles People, and to companies, trusts and entities controlled by them (see section 3).

All Directors and Employees, particularly Restricted Employees, should read this Policy carefully and familiarise themselves with the requirements and procedures detailed in it.

If you have any questions about this Policy please contact the Company Secretary or the Head of Legal.

## **1.4 Definitions**

Capitalised terms used in this Policy are defined in the Schedule.

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## **2. Key principles of insider trading prohibition**

### **2.1 Conduct prohibited by law**

Under the Acts, a LiveTiles Person who possesses "inside information" in relation to Securities of LiveTiles Group or any other company, must not do any of the following things:

- (a) Deal in those Securities which includes to apply for, acquire or dispose of Securities or agree to do so (Trade); or
- (b) Procure, encourage, incite or induce any other person to Deal in those Securities (Procure or Trade); or
- (c) directly or indirectly communicate the information, or cause the information to be communicated, to another person if the person knows, or ought reasonably to know, that the other person would, or would be likely to, Deal in those Securities in any way or Procure a third person to Deal in those Securities.

A LiveTiles Person cannot do any of these things either on their own behalf or on behalf of someone else. Furthermore, given the broad definition of "Procure", a person who Deals in Securities through a trust or company while in possession of inside information may contravene the insider trading prohibitions and this Policy.

### **2.2 What is Inside Information and When does a person possess inside information**

Inside Information is information that is: (a) not Generally Available; and (b) if it were Generally Available, a reasonable person would expect it to have a Material Effect on the price or value of the relevant Securities.

A person possesses inside information in relation to Securities of the Company or another company where:

- (a) the person possesses information that is not generally available and, if the information were generally available, a reasonable person would expect it to have a material effect on the price or value of the Securities; and
- (b) the person knows, or ought reasonably to know, that the information is not generally available and, if it were generally available, a reasonable person would expect it to have a material effect on the price or value of the Securities.

Directors and Employees must assume that information is generally available only if it has been announced to ASX.

A reasonable person would be taken to expect information to have a material effect on the price or value of Securities if the information would, or would be likely to, influence persons

who commonly acquire Securities in deciding whether or not to acquire or dispose of the Securities.

### **2.3 A person does not need to be an "insider"**

A person can possess inside information in respect of a company, even if they are not associated in any way with that company. It is irrelevant how the inside information was obtained.

### **2.4 Penalties**

A person who Trades in Securities while they possess inside information or communicates that information in the circumstances described in paragraph 2.1(c) above may be liable for both significant civil and criminal penalties.

In addition, a breach of this Policy may lead to disciplinary action by the Company or LiveTiles Group, including termination of employment with the LiveTiles Group.

### **2.5 Examples of inside information**

The following items are examples of information which may be inside information in relation to the Company:

- (a) a change in financial forecasts or expectations;
- (b) a proposed dividend;
- (c) changes in the Board of Directors or senior executives;
- (d) pending ASX announcements;
- (e) proposed changes in capital structure, including issues of securities, rights issues, the redemption of securities and capital reconstructions;
- (f) giving or receiving a notice of intention to make a takeover offer;
- (g) debt facilities and borrowings;
- (h) mergers, demergers, acquisitions and divestments;
- (i) significant changes in operations, strategy or proposed changes in the general character or nature of the business of the Company or its subsidiaries;
- (j) liquidity and cash flow information;
- (k) sales figures;
- (l) major or material purchases or sales of assets;
- (m) significant new contracts or customers;
- (n) an entity proposing to buy, or a security holder proposing to sell, a substantial number of Company Securities;
- (o) industry issues that may have a material impact on the Company;

- (p) significant litigation involving the Company;
- (q) allegations of any breach of the law or other regulatory requirements by the Company; and
- (r) decisions on significant issues affecting the Company by regulatory bodies in Australia (such as the Australian Securities and Investments Commission or the Australian Competition and Consumer Commission) or other relevant jurisdictions, including, include applicable equivalent legislation in foreign countries.

This is not an exhaustive list.

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## **3. Restrictions on trading**

### **3.1 General principles**

Directors and Employees must comply with the following general principles in relation to Trading in Securities:

- (a) Directors and Employees must comply with the insider trading provisions of the Acts at all times and must not Trade in Securities whilst in possession of inside information in respect of those in Securities; and
- (b) Directors and Employees must not derive personal advantage from information which is not generally available and which has been obtained by reason of their connection with the LiveTiles Group.

Speculating in short-term fluctuations in LiveTiles's Securities does not promote shareholder and market confidence in the integrity of LiveTiles or LiveTiles People.

For this reason:

- a LiveTiles Person must not enter into any arrangements for short selling or stock lending in
- relation to LiveTiles Securities; and
- any acquisition of LiveTiles Securities by a LiveTiles Person triggers a 30 day period where that type of LiveTiles Securities cannot be sold.

This does not restrict the vesting or exercise of LiveTiles Performance Rights or Performance Options and the sale of the resulting LiveTiles shares within the 30 day period after such vesting exercise. This also does not restrict the sale of LiveTiles shares at the end of a restriction period. However, it does restrict the sale of the LiveTiles shares during a 30 day period after LiveTiles shares have been purchased.

For details on the operation of restriction periods, performance hurdles, vesting and exercise requirements, refer to the terms of issue of the relevant LiveTiles Securities.

### **3.2 No Short term or Speculative Trading - all Directors and Employees**

Directors and Employees must not engage in short term Trading of Company Securities.

In general, the acquisition of Securities with a view to resale within a 6- or 12-month period and the sale of Securities with a view to repurchase within a 6- or 12-month period would be considered to be transactions of a short term nature.

### **3.3 Securities of other companies**

Directors and Employees must not Trade in Securities of another company whilst in possession of inside information in respect of that company.

### **3.4 No Trading in Company Securities during Prohibited Periods**

Directors and Restricted Employees must not Trade in Company Securities during the following Prohibited Periods (also known as black-out periods):

- (a) from the Company's year end until two business days after the release of the full year results;
- (b) from the Company's half year end until two business days after the release of the half yearly results; and
- (c) any additional periods imposed by the Board from time to time (for example when the Company is considering matters which are subject to Listing Rule 3.1A).

However, even if a Prohibited Period is not operating, Directors and Restricted Employees must not Trade in Company Securities at that time if they are in possession of inside information.

Details of LiveTiles Group Prohibited Periods are set out in Schedule 2.

### **3.5 Prior written approval in the form of a Trading Approval Form required**

Directors and Restricted Employees must seek prior written approval before undertaking any Trading in Company Securities.

This requirement applies to all Trading outside of a Prohibited Period and any Trading during a Prohibited Period which is subject to an exception in section 3.11 of this Policy. (The procedures for seeking prior written approval to Trade during a Prohibited Period as a consequence of Exceptional Circumstances are set out in section 3.10.)

In order to seek approval to Trade, Directors and Restricted Employees must:

- Submit a written request in the form of a Trading Approval Form, and submit it to their direct manager for acknowledgment and then to the CFO or delegate.
- The LiveTiles Directors should provide the completed Trading Approval Form to the Chair then the Company Secretary of in the case of the Chair, directly to the Company Secretary.
- The same process is required for any Immediate Family Member, company, trust or entity controlled by the LiveTiles Director or a Designated LiveTiles Employee, proposed to Trade in LiveTiles Securities.
- They should take all reasonable steps to prevent the Trade occurring unless the Trading approval has been acknowledged by LiveTiles.
- The Trading Approval Form is available from the LiveTiles Intranet. The Trading approval is a confirmation from that person that he or she does not possess any Inside Information.

- Acknowledgment of the Trading Approval Form by LiveTiles is intended as a compliance monitoring function only, and is not an endorsement of the proposed transaction: individuals remain responsible for their own investment decisions and their compliance with the law.
- If a Trade is to occur, the Trade must occur within 5 business days of LiveTiles' acknowledgement of the Trading Approval.

The Designated Officer may request such information as considered appropriate in the circumstances. The Designated Officer's discretion will be exercised with caution having regard to the importance of minimising both the risk, and the appearance, of insider trading. Directors and Restricted Employees should be aware that the Designated Officer may not provide the approval to Trade, without giving any reasons.

Directors and Restricted Employees may only engage in the proposed Trading if prior written approval is given by the Designated Officer. Any approval for the Trading will be valid for 7 days from the date it is given.

The Company Secretary will inform the Board of the details of all Trades approved.

Approval to Trade can be withdrawn if new information comes to light or if there is a change in circumstances.

The Company's decision to refuse approval is final and binding on the person seeking the approval and if approval to Trade is refused, the person seeking the approval must keep that information confidential and not disclose it to anyone.

### **3.6 Subsequent notification of all Trading**

Directors and Restricted Employees must provide the Company Secretary with subsequent written notification of all Trading in Company Securities within two business days, regardless of whether prior written approval has been given for that Trading.

Directors must, within two business days, provide sufficient details of all Trading to enable the Company to file a notice in accordance with the ASX Listing Rules within 5 business days of the Trade. The Company will also be obliged to notify the ASX whether the Trading by a Director occurred during a Closed Period where prior written approval was required and, if so, whether prior written approval was provided.

The Company Secretary will inform the Board of the details of all Trading notified to ASX.

### **3.7 Margin loans and other security interests**

No Director or Restricted Employee may enter into a margin loan or similar funding arrangement to acquire any Company Securities, or grant lenders any rights over their Company Securities without first obtaining prior written approval.

In order to obtain approval to enter into a margin loan or similar funding arrangement, Directors and Restricted Employees must submit a written request to the Designated Officer, copied to the Company Secretary. The Designated Officer may request such information as considered appropriate in the circumstances. The Designated Officer's discretion will be exercised with caution and having regard to the importance of minimising both the risk, and



appearance of, insider trading. Directors and Restricted Employees should be aware that the Designated Officer may not provide the approval to enter into the relevant arrangement.

The Company Secretary will inform the Board at its next meeting of the details of all margin loan or similar funding arrangements entered into with approval.

The Directors and Restricted Employees must inform the Company Secretary of any material change in their margin loan or similar funding arrangements e.g. movements in the LVR occasioned by drawdowns or price movements, and at least annually, of the amount drawn and securities covered.

Directors and Restricted Employees are reminded they must seek prior written approval in accordance with section 3.5 of this Policy before undertaking any Trading in Company Securities including in relation to their notifiable interests in LiveTiles. Directors must notify the Company Secretary immediately of sufficient details of any Trading in relation to their Notifiable Interests in LiveTiles (e.g. upon the Director entering into an agreement to acquire LiveTiles Securities).

Approval to enter into a margin loan or similar funding arrangement can be withdrawn if new information comes to light or there is a change in circumstances.

The Company's decision to refuse approval is final and binding on the person seeking the approval and if approval to enter into a margin loan or similar funding arrangement is refused, the person seeking the approval must keep that information confidential and not disclose it to anyone.

### **3.8 Hedging and Derivatives**

LiveTiles Persons, Closely Related Parties, Immediate Family Member, Designated Officer, Designated LiveTiles Employee, Directors, Employees and Restricted Employees must not use, or allow to be used, any Derivatives or other products which operate to limit the economic risk of unvested Company Securities.

For the purposes of this Policy, LiveTiles Securities are considered vested once the LiveTiles-imposed time and performance hurdles have been satisfied, irrespective of whether a LiveTiles Person has opted for a longer period of restriction in addition to the LiveTiles-imposed time and/or performance hurdles

If the LiveTiles-imposed time and performance hurdles applicable to LiveTiles Securities have been satisfied in accordance with the terms of the relevant employee plan, then the appropriate use of Derivatives can encourage longer term holding of LiveTiles Securities by its people. Accordingly, once LiveTiles Securities have vested (as described above), Derivatives may be used in relation to those vested securities in the following circumstances:

- to protect the value of an asset supporting a loan taken out for the exercise price of options granted by LiveTiles;
- to protect the value of the Security where the employee has paid or is required to pay a tax liability at the tax cessation time;
- on a case-by-case basis with approval from either the Chairman in relation to Directors, the Company Secretary in relation to the Chairman or the Group Chief Executive or his delegate in relation to executives and other staff members.

Further, any use of Derivatives over vested LiveTiles Securities must meet each of the following criteria:

- the Derivative must have a maturity date that falls within the eight-week period that immediately follows the date on which either the half-year or full-year financial results are released to the ASX; and
- neither LiveTiles nor any member of the LiveTiles Group can be a counterparty to the Derivative.

The use of Derivatives over vested Securities by LiveTiles Directors and Designated LiveTiles Employees, like any other Trading in LiveTiles Securities, must comply with the law and with the Trading Approval process described in section 3.5 above.

LiveTiles will publicly disclose all Derivative positions over LiveTiles Securities taken out. These disclosures will be made irrespective of whether or not the particular form of Derivative technically falls within the disclosure requirements of the ASX Listing Rules or the Corporations Act 2001 (Cth).

### **3.9 Trading may be permitted in Exceptional Circumstances**

A Director or Restricted Employee who is not in possession of inside information in relation to the Company may Trade in Company Securities during a Prohibited Period if:

- (a) the Designated Officer determines that an Exceptional Circumstance applies to the Director or Restricted Employee; and
- (b) prior written approval is granted by the Designated Officer in accordance with this Policy to permit the Director or Restricted Employee to Trade in Company Securities during the Prohibited Period.

A Director or Restricted Employee seeking approval to Trade during a Prohibited Period must satisfy the Designated Officer that Exceptional Circumstances exist and that the proposal to Trade in Company Securities during a Prohibited Period is the only reasonable course of action available. Directors and Restricted Employees must apply for approval in accordance with paragraph 3.11 below.

However, even if prior written approval is given, Directors and Restricted Employees must not Trade in Company Securities while in possession of any inside information.

An exemption from the operation of this Policy is valid for five (5) business days from the date it is given and is subject to both the LiveTiles Person complying with section 3.5 of this Policy and the LiveTiles Person's individual responsibility to comply with the law. An exemption must be in writing and may be given via email.

### **3.10 Special Considerations - Immediate Family Members and Controlled Entities**

This Policy extends to the Immediate Family Members of LiveTiles People, and to LiveTiles Group, trusts and entities controlled by LiveTiles People.

LiveTiles Group People must take all reasonable steps to ensure that those people, companies, trusts and entities comply with this Policy. This includes taking all reasonable steps to ensure that they do not Trade during the Black-out Period that applies to the LiveTiles Person, and that they complete and submit approval forms as required by LiveTiles People.

### 3.11 Prior written approval

In order to seek prior written approval to Trade during a Prohibited Period due to Exceptional Circumstances, Directors and Restricted Employees must submit a written request to the Designated Officer. The Designated Officer may request such information as considered appropriate in the circumstances.

The Designated Officer's discretion will be exercised with caution and having regard to the importance of minimising both the risk, and appearance, of insider trading. Directors and Restricted Employees should be aware that the Designated Officer may not provide the approval to Trade, even if Exceptional Circumstances exist, without giving any reasons.

Directors and Restricted Employees may only engage in the proposed Trading if written approval is given. Any prior written approval given for Exceptional Circumstances trading will be valid for 7 days from the date it is given.

Approval to Trade can be withdrawn if new information comes to light or there is a change in circumstances.

The Company's decision to refuse approval is final and binding on the person seeking the approval and if approval to Trade is refused, the person seeking the approval must keep that information confidential and not disclose it to anyone.

### 3.12 Dealings which may occur during a Prohibited Period

During a Prohibited Period, Directors and Restricted Employees may Trade in Company Securities in the circumstances described below, provided that the Director or Restricted Employee is not in possession of any inside information. (Please note that the Policy requirements with respect to prior written approval and subsequent notification continue to apply to Trading under one of these exceptions. See paragraphs 3.5 and 3.6).

- (a) **(Transfers into a superannuation fund)** Transfers of Company Securities already held into a superannuation fund or other saving scheme in which the Director or Restricted Employee is a beneficiary.
- (b) **(Investment in fund etc)** An investment in, or Trading in units of, a fund or other scheme (other than a scheme only investing in Company Securities) where the assets of the fund or other scheme are invested at the discretion of a third party.
- (c) **(Director or Restricted Employee acting as trustee)** Where the Director or Restricted Employee is a trustee or a director of a corporate trustee, Trading in Company Securities by that trust provided the Director or Restricted Employee is not a beneficiary of the trust and any decision to Trade during a Prohibited Period is taken by the other trustees or directors or by the investment managers independently of the Director or Restricted Employee.
- (d) **(Accepting a takeover offer)** Undertakings to accept, or the acceptance of, a takeover offer, or participation in a scheme of arrangement.

- (e) **(Rights issue, security purchase plan, distribution reinvestment plan etc)** Trading under an offer or invitation made to all or most of the Company's security holders, such as a rights issue, a security purchase plan, a dividend or distribution reinvestment plan and an equal access buy-back, where the plan that determines the timing and structure of the offer has been approved by the Board, (This extends to 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).
- (f) **(Exercise of options or rights)** The exercise (but not the sale of Securities following exercise) of an option or a right under an employee incentive scheme. This exception applies to options and rights granted under an employee incentive scheme before this Policy takes effect.
- (g) **(Exercise of options or rights, or conversion of convertible security)** The exercise (but not the sale of Securities following exercise) of an option or a right under an employee incentive scheme, or the conversion of a convertible security, where the final date for the exercise of the option or right, or the conversion of the security, falls during a Prohibited Period and the Company has been in an exceptionally long Prohibited Period or the entity has had a number of consecutive Prohibited Periods and the Director or Restricted Employee could not reasonably have been expected to exercise it at a time when free to do so. This exception applies to options and rights granted under an employee incentive scheme after this Policy takes effect.
- (h) **(Involuntary disposals caused by margin lender)** An involuntary disposal of Securities that results from a margin lender or similar financier exercising its rights under a margin loan or similar funding arrangement.
- (i) **(Share qualifications)** The acquisition of shares by a Director of shares to obtain a share qualification.

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## 4. Other matters

### 4.1 Cautions to consider

Under insider trading laws, a person who possesses inside information about an entity's securities is generally prohibited from trading in those securities and this applies even where:

- (a) the trading occurs at a time that would otherwise be outside a Prohibited Period specified in this Policy;
- (b) the trading falls within an exclusion in this Policy; or
- (c) the person has been given approval under the Policy to Trade (whether in exceptional circumstances or otherwise).

Approval to Trade under this Policy is not an endorsement of the proposed Trade. The person doing the trading is individually responsible for their investment decisions and their compliance with insider trading laws.

Before a Director or Restricted Employee Trades in Securities, they should consider carefully whether they are in possession of any inside information that might preclude them from trading at that time and, if they have any doubt on that score, they should not Trade.

If a Director or Restricted Employee comes into possession of inside information after receiving approval to Trade, they must not Trade despite having received the approval.

## **4.2 Changes to Policy**

If any material changes are made to this Policy, the Company will give the amended Policy to ASX for release to the market within 5 business days of the material change taking effect.

Amendments to the Policy which are likely to constitute a material change include:

- (a) changes to the Closed Periods;
- (b) changes with respect to Trading in Company Securities which is not subject to a Prohibited Period (as set out in paragraph 3.11 of this Policy); and
- (c) changes with respect to the Exceptional Circumstances in which Directors and Restricted Employees may be permitted to Trade during a Prohibited Period (as set out in paragraphs 3.9 and 3.10 of this Policy).

## **4.3 Adoption of Policy and annual Board review**

This Policy was adopted by the Board on the date on the front cover of this Policy and takes effect from the date of the Company's admission to the Official List of the ASX and replaces any previous policy in this regard.

The Board will review this Policy annually. The Company Secretary will communicate any amendments to Employees as appropriate.

## **4.4 Record keeping**

The Board will ensure that records capturing the details of all applications by Directors and Restricted Employees for approval under this Policy and the decisions made in relation to those applications.

### **Policy History:**

Policy Adopted: 18 August 2023

## Schedule 1 Definitions

For the purposes of this Policy:

**ASX** means ASX Limited or the financial market it operates (as the context requires);

**ASX Listing Rules** means the listing rules of ASX;

**Board** means the board of directors of the Company;

**CEO** means the Chief Executive Officer of the Company;

**Chair** means the Chair of the Board from time to time;

**Closed Period** means the periods set out in paragraphs 3.4(a) and 3.4(b);

**Closely Related Party / Immediate Family Member** means

- (a) a spouse or child of the member; or
- (b) a child of the member's spouse; or
- (c) a dependant of the member or of the member's spouse; or
- (d) anyone else who is one of the member's family and may be expected to influence the member, or be influenced by the member, in the member's dealings with the entity; or
- (e) a company the member controls; or
- (f) a person prescribed by the regulations for the purposes of this paragraph.

**Company Securities** means Securities issued by the Company;

**Corporations Act** means the Corporations Act 2001 (Cth);

to **Deal** in Securities means to apply for, acquire or dispose of Securities, or enter into an agreement to do any of those things, and **Dealing** has a corresponding meaning;

**Derivative** has the meaning in section 761D of the Corporations Act and includes options, forward contracts, futures, warrants, cash settled swaps, caps and collars;

**Designated LiveTiles Employee** includes without limitation:

- (a) Executive Team Member;
- (b) Senior Management (VP and above);
- (c) Sales employee;
- (d) Finance and Operations employees.

**Designated Officer** means:

- (a) in respect of a Director, the Chair;
- (b) in respect of the Chair, the CEO;
- (c) in respect of a Restricted Employee, the Company Secretary; and
- (d) in respect of the Company Secretary, the CEO;

or such other person appointed by the Board as a Designated Officer for the purposes of this Policy;

**Directors** means directors of any company in the LiveTiles Group;

**Employees** means any full or part time employee of any member of the LiveTiles Group;

**Exceptional Circumstances** means, in relation to a Director or Restricted Employee:

- (a) **(Severe financial hardship)**: a pressing financial commitment that can only be satisfied by selling the relevant Company Securities;
- (b) **(Tax liability)**: a tax liability of such a person would not normally constitute severe financial hardship unless the person has no other means of satisfying the liability. A tax liability relating to Securities received under an employee incentive scheme would also not normally constitute severe financial hardship or otherwise be considered an exceptional circumstance for the purpose of obtaining proper written approval to sell or otherwise dispose of Securities during a Prohibited Period;
- (c) **(Court order)**: a requirement to Trade in Company Securities as a result of:
  - (i) a court order;
  - (ii) court enforceable undertakings (e.g. as part of a bona fide family settlement); or
  - (iii) some other overriding legal or regulatory requirement; or
- (d) **(Other circumstances)**: any other circumstances considered exceptional by the Designated Officer;

to **Procure** another person to Deal in Securities includes inciting, inducing or encouraging a person to Deal or not Deal in Securities;

**Immediate Family member** is a spouse, partner or minor children (no matter where they live) and any other relative (by marriage, adoption or otherwise) who lives in your household and includes the definition of Close Family Member/ Immediate Family Member

**LiveTiles Person** includes any person with affiliation to LiveTiles that may gain possession of inside information at whatsoever time and includes the Board, CEO, Chair, Closely Related Party, Immediate Family Member, Designated Officer, Director, Employees or Restricted Employees.

**Prohibited Period** means the periods set out in paragraphs 3.4(a), 3.4(b) and 3.4(c);

**Restricted Employees** means:

- (a) the CEO;
- (b) the Chief Financial Officer;
- (c) Global Financial Controller
- (d) the Company Secretary;
- (e) the Head of Legal;

- (f) Employees involved with preparing the LiveTiles Group's monthly financial reports;
- (g) direct reports to the above positions; and
- (h) Employees nominated by the Board as Restricted Employees (and who are notified accordingly),

whether employed by the Company or another member of the LiveTiles Group;

**Securities** includes shares, options, rights, debentures (including convertible notes) depository interests including CHESSE Depository Interests, interests in a managed investment scheme, including an option over an unissued unit or other interest in the scheme, and a renounceable or non-renounceable right to subscribe for a unit or other interest in the scheme), Derivatives, options over an unissued share in, or debenture of, the Company, a renounceable or non-renounceable right to subscribe for a share in, or debenture of, the Company or other debt securities issued or proposed to be issued, any right, option or obligation in respect of any of the foregoing and any right, option or obligation in respect of any index relating to any of the foregoing [and other financial products covered by s1042A of the Corporations Act and to the extent applicable, include applicable equivalent legislation in foreign countries; and

**Trade** means to Deal in Securities or Procure another person to Deal in Securities, and

**Trading** has a corresponding meaning.

## Schedule 2 Prohibited Periods



## **Prohibited Period for LiveTiles staff, contractors, family and related entities**

The Prohibited Periods are:

- (a) End of quarter until two days following the 4C Quarterly Cashflow announcement to the ASX
- (b) End of Half year or Full year until two days following the Half Year or Full Year result announcement to the ASX
- (c) 2 weeks prior to the AGM until AGM is finished.

During the above periods, no trading will be allowed by any LiveTiles Staff, Contractors, Family and related parties.

Outside of the Prohibited Periods, all trades for LiveTiles Designated Employees must have the Share Trading Approval Form completed.

## **Schedule 3 – Staff share trading approval form**

Requests to trade require the completion of the following Share Trading Approval Form (also available on the intranet):

[LiveTiles \(LVT\) Share Trading Approval Form](#)

### **Share Trading Approval Form - Validity and document management**

The owner of this document is the CFO, who must check and, if necessary, update the document at least once a year.

When evaluating the effectiveness and adequacy of this document, the number of incidents whereby the policy was not followed must be considered.