

Our Policy

It is Castle policy that directors, executives and employees of Castle must seek board approval for the following matters.

1. Appointments

- Appointment of the CEO
- Appointment or removal of the company secretary
- Membership and terms of reference of board committees

2. Board and Senior Management

- Delegations of authority to the CEO
- Approval of remuneration and incentive policies
- Approval of senior management remuneration
- Management contracts
- Overseas visit approvals
- Approval of succession plans
- Disclosure of conflicts of interest
- Assessment of board performance
- Matters concerning the governance of the organisation

3. Relations with the shareholders and stakeholders

- Arrangements for the AGM and any other shareholders meetings
- Matters about reports as required by legislation
- Suggestions for nomination of directors for election by the shareholders

4. Financial Matters

- Approval of annual accounts and directors reports
- Any question of borrowing or giving security over assets
- Treasury policies including foreign currency and interest rates
- Bank accounts and signatories
- Acceptance of audit reports including management letters

5. Business Strategy

- Approval of strategic objectives
- Approval of strategic plan
- Approval of proposals for major expansions or closures
- Approval of budgets
- Approval of priorities and performance indicators

6. Capital expenditures

- Approval of the capital expenditure budget and alterations to it
- Approval of priorities
- Approval of non budgeted capital expenditure items above \$5,000

7. Lease or Purchase of buildings

8. Major transactions not included in the budget or outside the ordinary course of business

9. Actions or transactions which might involve questions of legality or propriety

10. Internal controls and reporting systems

- Risk assessment and insurance
- Risk management policies, eg hedging
- Approval of company policies, including compliance with the law

11. Use of Company seal

12. Donations and sponsorships above \$500

13. Public announcements

- ASX releases
- Website content