

FirstWave

Board Charter

Contents

1.	Purpose / Overview	3
2.	Role and Functions of Board	3
3.	Role of Chairman	5
4.	Role of Company Secretary	6
5.	Board Membership	6
6.	Board Process	9
7.	Delegations	10
8.	Review of the Charter	11
9.	Disclosure	11
10.	Who to Contact	11
11.	Published	11

1. Purpose / Overview

The Board of Directors (the Board) is responsible for the governance of FirstWave Limited (**FirstWave**). This charter sets out:

- a) the role and responsibilities of the Board of FirstWave; and
- b) the membership and operation of the Board.

The Board is governed by the Constitution of FirstWave (a copy of which is available on the FirstWave website at [Shareholder Centre \(firstwavecloud.com\)](https://www.firstwavecloud.com), ASX Listing Rules and the Corporations Act. The Constitution prevails to the extent of any inconsistency between this Charter and the Constitution

2. Role and Functions of Board

2.1. The Board's role is to:

- represent and serve the interests of its shareholders;
- ensure FirstWave's overall strategic direction positions the Company to deliver sustained value for shareholders, and to set the policies and financial objectives and monitor their implementation;
- ensure that the activities of FirstWave comply with its Constitution and all legal and regulatory requirements; and
- define the powers to be reserved to the Board and those to be delegated to its committees and to management.

2.2. The Board's primary functions are:

2.2.1. Strategy and Planning

The Board is responsible for:

- a) overseeing the development of FirstWave's corporate strategy through constructive engagement with the senior executive team;
- b) reviewing the assumptions and rationale underlying FirstWave's operating plan and performance objectives consistent with the corporate strategy; approving the annual operating plan and performance objectives for implementation; and
- c) monitoring the implementation of the corporate strategy and annual operating plan.

2.2.2. Oversight of Management

The Board is responsible for:

- a) the appointment and, if appropriate, the removal of the Chief Executive Officer;
- b) setting the Chief Executive Officer's terms and conditions of employment;

- c) evaluating at least annually, the performance of the Chief Executive Officer;
- d) monitoring the performance of the Chief Executive Officer and senior executives in achieving the performance objectives set out in the corporate strategy and annual operating plan, encouraging and incentivising enhanced performance, and ensuring appropriate resources are available to execute the plan;
- e) providing advice and counsel to management;
- f) approving the appointment and, where appropriate, the termination, of Officers of FirstWave who are direct reports to the Chief Executive Officer;
- g) approving senior executive remuneration policies and practices;
- h) ensuring management supplies the Board with information that will assist the Board to discharge its duties;
- i) reviewing on a regular and continuing basis, executive succession planning (in particular for the Chief Executive Officer); and
- j) appointing and removing the Company Secretary.

2.2.3. Oversight of Financial Management and Capital Management

The Board is responsible for:

- a) ensuring the integrity of FirstWave's financial reporting;
- b) reviewing and approving annual and half-yearly financial reports;
- c) monitoring FirstWave's financial position and results on an ongoing basis and against the approved annual budget;
- d) reviewing and overseeing FirstWave's accounting and financial management systems;
- e) reviewing, approving and monitoring the progress of major capital expenditure, capital levels, major acquisitions and divestitures, and material commitments;
- f) approving decisions affecting FirstWave's capital structure and major financing arrangements; and
- g) determining FirstWave's dividend policy and declaring dividends.

2.2.4. Shareholders

The Board is responsible for:

- a) overseeing effective communication with shareholders, including convening shareholder's meetings, and listening and responding (through the Chairman, Chief Executive Officer or Company Secretary) to shareholder's views of management, the Board and FirstWave;

- b) reporting to shareholders in accordance with regulatory requirements; and
- c) facilitating the effective exercise of shareholder rights.

2.2.5. Other Stakeholders

The Board is responsible for:

- a) promoting the interests of FirstWave as a whole in relation to FirstWave shareholders, governments, other public organisations, other companies and the public generally;
- b) overseeing and monitoring policies governing FirstWave's relationships with other stakeholders; and
- c) overseeing and monitoring appropriate environmental, employment and occupational health and safety policies.

2.2.6. Ethics and Sustainability

The Board is responsible for:

- a) reviewing the social, sustainability and ethical impact of FirstWave's activities;
- b) actively promoting ethical and responsible decision making in FirstWave;
- c) reviewing the social and ethical impact of FirstWave's activities;
- d) establishing and monitoring a Code of Conduct to guide its directors, management and employees in the practices necessary to maintain confidence in FirstWave's integrity; and
- e) establishing and monitoring a Diversity Policy and Strategy to outline FirstWave's commitment to diversity and inclusion in the workplace.

2.2.7. Compliance and Risk Management

The Board is responsible for:

- a) establishing and overseeing FirstWave's corporate governance, internal control and accountability systems and reviewing reporting under those systems; and
- b) establishing, overseeing and reviewing the effectiveness of FirstWave's systems for identifying, assessing, monitoring, and managing material business risks and informing investors of material changes to the company's risk profile.

3. Role of Chairman

3.1. The Chairman is a director appointed by the Board.

3.2. The Chairman should not be the same person as the Chief Executive Officer.

3.3. The Chairman is responsible for:

- a) leading the Board in reviewing and discussing Board matters;
- b) chairing Board meetings and shareholding meetings;
- c) ensuring the efficient organisation and conduct of the Board's function;
- d) briefing all directors in relation to issues arising at Board meetings;
- e) facilitating effective contribution by all directors and monitoring Board performance;
- f) overseeing membership of the Board to ensure the Board is skilled and appropriate for FirstWave's needs;
- g) promoting constructive relations between Board members and between the Board and management;
- h) ensuring that non-executive directors meet separately at least annually to consider, among other things, senior executive performance; and
- i) reviewing corporate governance matters with the Company Secretary and reporting on those matters to the Board.

The Board will appoint a lead independent director to act as Chairman in the event that the Chairman is unable to so act for any reason (including where the Chairman is employed in an executive capacity and it is considered that such position might interfere or might reasonably be seen to interfere with the Chairman's capacity to bring an independent judgment to bear on issues before the Board).

4. Role of Company Secretary

The Company Secretary acts as a secretary of the Board, attending all meetings of the Board as required. The Company Secretary reports to the Board on all corporate governance matters.

The Company Secretary is responsible for:

- a) organising Board meetings and director attendance;
- b) monitoring compliance with Board policy and procedures;
- c) co-ordinating the completion and despatch of the Board agenda and briefing materials;
- d) preparing minutes of meetings and resolutions of the Board and taking these to the Chairman for approval and circulation;
- e) circulating minutes from committee meetings to the Board as required;
- f) reporting on legal compliance; and
- g) ensuring that FirstWave complies with its requirements under the Corporations Act and ASX Listing Rules including the lodging of all returns, notices and announcements as required.

5. Board Membership

5.1. Composition

The directors will determine the size of the Board, subject to FirstWave's Constitution which provides that there can be no less than three directors. The number of directors and the composition of the Board must at all times be appropriate for FirstWave to achieve efficient decision making and adequately discharge its responsibilities and duties.

The Board will consist of a majority of non-executive, independent directors. The Board will select one of its members to be Chairman.

FirstWave aims to have a Board of Directors with an appropriate range of skills, experience, expertise and an understanding of and competence to deal with current and emerging issues in FirstWave's business. FirstWave's succession plans are designed to maintain an appropriate balance of skills, experience and expertise on the Board.

5.2. Appointment and Re-election of Directors

5.2.1. Appointment of New Directors:

The process for selection and appointment of new directors to the Board is facilitated through the Remuneration and Nomination Committee. When a vacancy arises or where the Board determines that additional skills and expertise are required, the Committee, with the assistance of expert advisers, if required, identifies candidates with appropriate skills, experience and expertise. Candidates with the skills, experience and expertise that best complement the Board's effectiveness are recommended to the Board.

When the Board considers that a suitable candidate has been found, that person is appointed by the Board to fill a casual vacancy in accordance with FirstWave's Constitution and must stand for election by shareholders at the next Annual General Meeting following the director's date of appointment.

Non-executive directors are engaged by a letter of appointment setting out the terms and conditions of their appointment. Directors are required to participate in induction or orientation programs on appointment, and in any continuing education or training appropriate to them.

5.2.2. Re-election of incumbent directors:

Directors must retire from office in accordance with the Constitution. Retiring directors may be eligible for re-election. Before each annual general meeting, the Board will determine their recommendation to shareholders on the re-election of the director (in the absence of the director involved).

5.2.3. Non-executive director selection:

Procedures for the nomination, selection and appointment of FirstWave non-executive directors are governed by the Board Charter, the Remuneration and Nomination Committee Charter, the FirstWave Diversity Policy, the FirstWave Constitution, the ASX Listing Rules and the Corporations Act.

5.3. Independence

Where practicable, a majority of the Board shall be independent directors.

All directors, whether independent or not, should bring an independent judgement to bear on all Board decisions.

Examples of interests, positions and relationships that might raise issues about the independence of a director include if the director:

- a) is, or has been, employed in an executive capacity by FirstWave or any of its child entities and there has not been a period of at least three years between ceasing such employment and serving on the board;
- b) receives performance-based remuneration (including options or performance rights) from, or participates in an employee incentive scheme of FirstWave;
- c) is, or has been within the last three years, in a material business relationship with FirstWave or any of its child entities, or is an officer of, or otherwise associated with, someone with such a relationship;
- d) is, represents, or is or has been within the last three years an officer or employee of, or professional adviser to, a substantial holder;
- e) has close personal ties with any person who falls within any of the categories described above; or
- f) has been a director of the entity for such a period that their independence from management and substantial holders may have been compromised.

In each case, the materiality of the interest, position or relationship will be assessed by the Board to determine whether it might interfere, or might reasonably be seen to interfere, with the director's capacity to bring an independent judgment to bear on issues before the Board and to act in the best interests of FirstWave as a whole rather than in the interests of an individual security holder or other party.

In determining whether a relationship between a director and FirstWave is considered material, the Board assesses a range of quantitative and qualitative matters including the relative proportion the transactions represent to both FirstWave and the director, and the value or strategic importance of the relationship to both FirstWave and the director.

The Board will regularly assess the independence of each director in light of the interests disclosed by them. Each independent director must provide the Board with all relevant information for this purpose. The outcome of this assessment will be reflected in the corporate governance section of the Annual Report.

Any changes to a director's independent status will be disclosed to the market in a timely fashion.

5.4. Performance

Directors shall have access to and benefit from a regular continuing education program to enhance their competencies and keep them up to date with the activities of FirstWave.

The Board shall:

- a) determine a process for the evaluation of the performance of the Board as a whole, Board committees and directors at least annually; and
- b) review the time required from non-executive directors and whether non-executive directors are meeting these requirements.

5.5. Conduct of Individual Directors

Directors must at all times:

- a) act in accordance with legal and statutory requirements in discharging all their duties as directors
- b) discharge their duties in good faith, in the best interests of FirstWave and for a proper purpose;
- c) act with care and diligence, demonstrate commercial reasonableness in their decision making and act with the level of skill and care expected of a director of a major company, including applying an independent and enquiring mind in exercising their responsibilities;
- d) avoid conflicts of interest except in those circumstances permitted by the Corporations Act;
- e) not make improper use of information gained through their position as a director;
- f) not take improper advantage of their position as a director;
- g) notify other directors of material personal interest when a real or perceived conflict arises and abstain from voting or taking part in any discussion concerning the matter or at a directors' meeting where that matter is being considered;
- h) make reasonable enquiries if relying on information or advice provided by others;
- i) undertake any necessary inquiries in respect of delegates;
- j) give FirstWave or ASX Limited all the information required by the Corporations Act; and
- k) not permit FirstWave to engage in insolvent trading.

6. Board Process

6.1. Meetings

All Board meetings will be conducted in accordance with FirstWave's Constitution and the Corporations Act and the Board and Board Committee Procedural Rules.

6.2. Access to Independent Professional Advice

Following consultation with the Chairman, directors are entitled to obtain independent professional advice at FirstWave's expense. Generally, this advice will be available to all directors.

6.3. Access to Management and Information

Directors shall have access to management, with the knowledge of the Chair and the Chief Executive Officer, and access to all information reasonably considered necessary to perform their responsibilities.

Directors are to exercise independent judgment when making decisions in accordance with agreed protocols.

6.4. Insurance

Directors shall have the benefit of a Director's and Officer's insurance and a Deed of Indemnity and Access.

7. Delegations

7.1. Delegation to Committees

Under FirstWave's Constitution, the Board may delegate any of its powers to a committee of directors.

All directors are entitled to attend committee meetings and receive, on request, committee papers. Committees will maintain minutes of their meetings. The Chairman of each committee will report back on committee meetings to the Board at the next full Board meeting.

To assist the Board in fulfilling its duties, there are currently three committees:

- l) Audit, Risk and Compliance Committee;
- m) Remuneration and Nomination Committee.

Each committee established by the Board has a formal charter approved by the Board setting out the authority, responsibilities, membership and operation of the committee.

Each committee must report to the Board on all matters relevant to the discharge by the committee of its role and responsibilities during the period covered by the report. In addition, each committee should report to the Board on specific issues as and when required under its charter and on the proceedings of each meeting of that committee to the next following Board meeting.

The minutes of all committee meetings should be made available to all directors as soon as practicable.

7.2. Delegation to Chief Executive Officer and Senior Management

The Board has delegated to the Chief Executive Officer and senior management, the authority to manage the day to day affairs of FirstWave and the authority to control the affairs of FirstWave in relation to all matters delegated by the Board in the Delegation

of Authority (which is at all times, subject to those powers reserved to the Board in accordance with this Charter and any specific delegations of authority approved by the Board).

The Board may impose specific limits on the Chief Executive Officer's and/or senior management's delegations from time to time.

The Board have complete and open access to the Chief Executive Officer and senior management and may make any enquiries to fulfil their responsibilities.

Unless the Board specifies otherwise in the Delegation of Authority, the Chief Executive Officer has authority to sub-delegate such authority and power to such members of the management team as the Chief Executive Officer shall determine from time to time.

8. Review of the Charter

The Board is responsible for reviewing this charter and the division of functions and responsibilities in FirstWave to determine its appropriateness to the needs of FirstWave from time to time.

The charter may be amended by resolution of the Board.

9. Disclosure

A summary of the charter and the key features will be published in FirstWave's Annual Report.

The charter is also publicly available on FirstWave's website in a clearly marked Corporate Governance section.

10. Who to Contact

Any questions relating to the interpretation of this charter should be forwarded to the Company Secretary.

11. Published

A copy of this Policy is available on the portal and on the [FirstWave corporate website](#).

REVISION HISTORY (filled out by Legal and Compliance Services)

Revision / Ref. No.	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Resolution / Change
CORP2.01	Approved	31 July 2018	Board	
CORP2.02	Amended	27 June 2019	Board	Section 3 updated to reflect that the Chairman may be an executive director from time to time.
CORP2.03	Amended	28 September 2020	Board	Annual review with minor grammatical amendments
CORP2.04	Amended	26 April 2021	Executive Manager	Change of details for Policy Manager
CORP2.05	Amended	24 June 2022	Board	Annual review with various changes

Policy Name	Board Charter
Policy Manager	Company Secretary
Policy Department	Corporate Services
Contact	Iain Bartram Tel: +61 2 9409 7000 Email: iain.bartram@firstwavecloud.com
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