

CONTRACT REVIEW POLICY

This Contract Review Policy (**Policy**) sets out the principles and guidelines applicable to the risk management of all contracts/agreements or any other documents which create and impose legally binding obligations on ARA Group Limited ABN 47 074 886 561 and its related corporate entities (collectively **ARA Group**).

1 Contract review

To ensure ARA Group's risks and liabilities in any contract are fair and reasonable and the terms of any contracts comply with ARA Group Business Risk Management Policy and insurance policies, all contracts must be referred to, and reviewed by, the ARA Group Legal Department (legal@aragroup.com.au).

For the purpose of any contract review, the following information pertaining to any contract must be provided to the Legal Department:

- (a) summary of scope of work (i.e. types of goods or services to be provided);
- (b) estimated duration and value of applicable project;
- (c) project location;
- (d) operational risk assessment and any unusual or high hazard aspects of the project;
- (e) business imperative;
- (f) due date, if any;
- (g) whether any of the project will be subcontracted by ARA Group;
- (h) other parties involved; and
- (i) any other useful information.

From time to time, parties with whom ARA Group has previously contracted with may refuse to engage in any contractual negotiations on the basis that ARA Group have previously agreed to the terms of a contract. Notwithstanding this, ARA Group is not bound by the terms of a prior contract and effort should be made to ensure the terms of the new contract are fair and reasonable.

2 Record Keeping

In line with common and usual good-filing practices, all documents, correspondence, and information pertaining to any contracts including contract negotiations must be properly recorded and kept in ARA Group's server.

All executed contracts and annexures (including amendments of an existing contract) must be kept in a secure location at the ARA Group's relevant office and a copy provided to ARA Group Legal Department (legal@aragroup.com.au).



Edward Federman
Chief Executive Officer

12 December 2023

Date