

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 in Australian and New Zealand (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 Legal (legal@aragroup.com.au).

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

- (a) summary of scope of work (i.e. types of goods or services to be provided);
- (b) location of site/project;
- (c) anticipated duration of the contract/project;
- (d) estimated duration and value of applicable contract/project;
- (e) whether any of the work will be subcontracted to either a third party or another ARA Group entity;
- (f) any design obligations (yes/no);
- (g) any identified risks to be aware of;
- (h) details of any unusual or high hazard aspects of the project/work;
- (i) whether the work will be subcontracted to ARA Group entity or to a third party;
- (j) agreed warranty periods and more specifically the manufacturer's warranty period for the goods we are supplying and/or installing;
- (k) agreed defects liability period;
- (l) commencement of the warranty period and the defects liability period;
- (m) whether the project will involve the Electricity Supply Authority, if so provide details of the same;
- (n) whether any hydrostatic pressure or hydrant booster flow testing will be undertaken;
- (o) whether any of the work will be undertaken at Airport or near any aircraft;
- (p) whether any of the work (adjoining, on, above or below) relates to Rail works, if so provide further information about the work including but not limited to:
 - a. precise location of the railway,
 - b. the works in relation to the rail-line e.g. proximity; and
 - c. whether the works requires the crossing of the rail-line; and
- (q) operational risk assessment including any unusual or high hazard aspects of the project;
- (r) list any business imperatives;
- (s) the due date to respond to the client; and
- (t) any other information that may be useful for the purposes of reviewing the contractual dealing.

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 in accordance with ARA Group's Record Keeping and Data Retention Policy.

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 Legal on legal@aragroup.com.au.



Edward Federman
Chief Executive Officer

21 January 2026

Date