



## JAMAICA PRODUCERS GROUP

### INVESTOR/SHAREHOLDER COMMUNICATIONS POLICY

At JP, our values as embodied in the JP Way and our Group Code of Ethics and Business Conduct, are at the foundation of all of our Group's policies and guidelines and they guide the conduct of our Team at every level.

#### 1. Introduction to the Policy

##### 1.1 General

1.1.1 This Policy sets out the standards and the requirements of the Company in relation to communication with its shareholders.

1.1.2 The Company believes that an effective policy for communication with shareholders enhances its strong culture of disclosure to keep the shareholders and the relevant markets informed. This Policy reflects the Board's requirement that shareholders should be fully informed about the Company and that shareholders should have access to the latest information available utilising, where practicable, electronic communications and social media platforms to keep shareholders and the relevant markets informed of relevant information from the Company in a timely manner.

##### 1.2 Definitions

1.2.1 Unless the contrary intention is expressed in this Policy, the following words (when used in this Policy) have the meaning set out below:

- 'Annual Report' means the annual report (and any concise annual report) of the Company published annually for the benefit of shareholders, investors and other interested parties as prescribed by law.
- 'Board' means the Board of Directors of the Company from time to time.
- 'Company' means Jamaica Producers Group Limited having its registered office at 4 Fourth Avenue, Newport West, Kingston 13, Jamaica
- 'Group' means the Company and its subsidiaries.
- 'Intranet' means any of the Group's internal electronic intranets where Group information is gathered for the exclusive use of employees, officers, directors and management of the Group.
- 'Social Media' means the Company's LinkedIn profile at <https://www.linkedin.com/company/16275343/admin/> and any other accounts on social media platforms that the Company may add, from time to time.
- 'Share Registry' means KPMG Regulatory & Compliance Services or any other share registry services provider appointed by the Company from time to time.

## 2. Approval of the Communication of the Financial Results of the Company

The Board will approve shareholder communications in respect of the Group's quarterly and annual financial results. If in any circumstances that is not practical, such shareholder communications will be approved by one of the Chairman or the Group Managing Director/Chief Executive Officer.

## 3. General Meetings

### **3.1 Meetings**

- a. The Annual General Meeting ('AGM') and other general meetings of the Company are the primary forums for communication by the Company with its shareholders. The Company encourages and supports shareholder participation in these meetings.
- b. The Company should use the AGM as a major opportunity to inform shareholders and investors on the Company's affairs and encourage their participation. The Company should ensure that shareholders are provided with sufficient information for the AGM to make well-informed decisions on issues put for voting at the AGM.

### **3.2 Notices of General Meetings**

- 3.2.1 The Company will place all notices of general meetings and accompanying explanatory material on the Company's website, in the print media and on Social Media.

- 3.2.2 The form and content of the notices of general meeting will comply with the Companies Act of Jamaica and any applicable Jamaica Stock Exchange (JSE) listing rules and guidelines.

- 3.2.3 Shareholders who are unable to attend and vote at general meetings are encouraged to appoint proxies on their behalf. Shareholders may email proxy forms for annual general meetings and general meetings of the Company to the Company directly or to the Share Registry.

## 4. Annual Report

- 4.1 The Company's Annual Report to shareholders is a central means of communicating to shareholders the Company's activities, operations and performance over the past financial year. The Annual Report shall contain clear and factual information and will be published within the time frame required under the Rules of the Jamaica Stock Exchange, regulators and disseminated through various media channels.

## 5. Auditor's Report

- 5.1 The company will request the external auditor to attend the AGM and be available to answer shareholder questions about the conduct of the audit and the preparation and content of the auditor's report.

## **6. The Company's Website and Social Media**

- 6.1 The Company's website (at [www.jpjamaica.com](http://www.jpjamaica.com)) and the Company's Social Media contain information about the Company, including shareholder communications.
- 6.2 The Company will place on its website and on Social Media (where appropriate) all relevant news releases and any other information that is an official release of material information to the market, as soon as reasonably practicable after such information is released to the JSE.
- 6.3 Relevant news releases, Company financial announcements, quarterly financial statements and investment presentations for the preceding two years will be available on or via the Company's website and on Social Media (where appropriate).

## **7. Communication via Post and Electronic Mail**

- 7.1 The Company currently communicates with its shareholders via post and through electronic mail where possible.

## **8. Access to This Policy**

- 8.1 This Shareholder Communications Policy will be available for viewing by any employee of the Group on the Intranet and by any other person on the Company's website.

## **9. Review of this Policy**

- 9.1 This Shareholder Communications Policy is subject to review by the Board on a two- year cycle and will be amended (as appropriate) to reflect current best practices and trends in communications with shareholders.

## **10. Company Contacts**

- 10.1 Team Members should direct their questions about this Shareholder Communications Policy and its application in the first instance to their supervisor. If further assistance is required, questions may be directed to the Company Secretary.
- 10.2 Shareholders, investors and members of the public should direct their questions about their shareholdings to the Share Registry. The contact details for the Share Registry are:

KPMG Regulatory & Compliance Services,  
6 Duke Street,  
Kingston

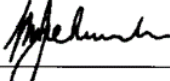
Telephone: (876) 922-6640  
[www.kpmg.com.jm](http://www.kpmg.com.jm)

- 10.3 To contact the Company in relation to the Shareholder Communications Policy, and other matters including general queries, please contact the Company Secretary at:

Company Secretary,  
Jamaica Producers Group Limited,  
4 Fourth Avenue  
Newport West  
Kingston 13.

Telephone: (876) 926-3504 extn. 215  
Email: [headoffice@jpjamaica.com](mailto:headoffice@jpjamaica.com)

BY ORDER OF THE BOARD

  
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C. B. Johnston Chairman

Date: 12<sup>th</sup> November 2021

| Version # | Board Approval Date | Date of Next Review |
|-----------|---------------------|---------------------|
| 1         | November 12, 2021   | November 12, 2023   |

