

Mount Gibson Iron Limited
Corporate Governance Policies and Practices Manual
9.2 – Media Enquiries Policy

1 Reception - Media Call Phone Protocol

- 1.1 The primary spokesperson for Mount Gibson Iron Limited and its controlled entities (“the Company”) will be a Director nominated by the Board. The nominated Director will be assisted, where appropriate, by the Company Secretary.
- 1.2 If a journalist phones to speak to the Managing Director or the nominated Director or to get comment from the Company then the following steps should be followed:
- Obtain the journalist’s name and media organisation and ask them to hold.
 - Ascertain if the nominated Director is available to take the call.
 - If nominated Director agrees to take the call – put the call through.
 - If the nominated Director is not available - ascertain if Company Secretary is available to take the call.
 - If Company Secretary is available - put the journalist through so that the query can be taken.
 - If the Company Secretary is not available – take a detailed message and give it to the nominated Director or the Company Secretary.
- 1.3 If neither the nominated Director or the Company Secretary will be available for more than one hour, contact the Chairman.

2 Handling of Media Calls by the Company Secretary (when nominated Director is unavailable or away)

- 2.1 The following tips may help when dealing with media queries referred to you for assistance:
- Introduce yourself to the journalist and explain that the nominated Director is unavailable, however, you can take their query and enquire if someone can assist in their meantime.
 - Explain you are not permitted to respond on behalf of the Company and do not want anything you say quoted.
 - Ask the journalist what they would like to know and the deadline they are working to.
 - Take details and advise that you – or someone else will get back to them. Make contact with nominated Director as soon as possible to advise of the query and seek direction.
 - In the absence of the nominated Director, the Chairman should approve the alternative spokesperson.

3 Handling Media Calls and Making Public Comment when authorised by the Board

- 3.1 If authorised by the Board or in accordance with this policy, the following steps may assist when dealing with media queries to the Company:
- Ask the journalist what you can help them with.
 - Unless it is an extremely basic question, always, tell the journalist that you will need some time to get back to them – ask them what their deadline is and, if possible, undertake to get back to them at a certain time.

Mount Gibson Iron Limited

Corporate Governance Policies and Practices Manual

9.2 – Media Enquiries Policy

- Use the break to organise your thoughts and to liaise with any other relevant people eg. Chairman/Managing Director/Chief Financial Officer/other Board Members etc to provide any required information.
- Depending on the query, you may decide to make a verbal or written response.
- If the response is fairly simple or straightforward, then a verbal response is ok – but notes should be made of the conversation.
- If the response is complex or could have more significant industry or Company ramifications, it is best to draft a written response which can be checked with those involved and with the Company's legal advisers (if necessary).
- The written response – on Company letterhead – can be faxed to the journalist after checking by the Company Secretary, and the spokesperson may also opt to phone the journalist and let them know a statement is coming through.

3.2 All written media statements, drafts and amendments should be copied to Board Members and filed in a central media file held by the Company Secretary.