



# Communications Policy

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*Kingston Properties Limited*

## OBJECTIVE

The Group maintains a focused policy of communicating with our key stakeholders namely, our shareholders, regulators, financial partners and prospective investors. It is considered of primary importance that the Group maintains and updates on a regular basis its channels of communication with our stakeholders to ensure that they are well informed about the activities and performance of the Group. Information is to be disclosed promptly and accurately to allow for the highest level of transparency in our operations.

The purpose of this policy is to document the procedures related to the disclosure and dissemination of material information.

## COMMUNICATIONS SYSTEMS

The main communication channels are:

- (i) the Group's website,
- (ii) our annual report and quarterly financial reports
- (iii) various disclosures and announcements to the Jamaica Stock Exchange
- (iv) Presentations at various fora including Annual General meetings, and Investor Briefings  
Electronic-mail and telephone
- (v) Social media posts and updates.

## GUIDELINES FOR MATERIAL INFORMATION DISCLOSURE

1. The Audit Committee should review and recommend for approval by the Board and subsequent disclosure to the regulators and the public: financial statements including the Management Discussion and Analysis (MD&A); changes in the Company's financial reporting; and the impact material changes to accounting reporting standards may have on the Company's earnings.
2. The CEO in conjunction with the Company Secretary and the Chairman may approve all other material and non-material disclosures statements.
3. Communication with shareholders is to be primarily done through a designated Investor Relations Officer. Matters relating to the Company's operations are routed to the CEO who will respond in a timely manner. No more than three (3) working days should elapse in cases of written questions. Matters relating to Company policy, shareholdings, dividends, or other corporate actions would be addressed by the designated Investor Relations Officer.

Action	Body	Date
<i>Reviewed</i>	Corporate Governance and Nominations Committee	March 28, 2019
<i>Reviewed and Approved</i>	Board of Directors	April 15, 2019