



# Audit Risk and Compliance Committee Charter

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## 1. Membership

1. The Audit Risk and Compliance Committee (**Audit and Risk Committee**) of Wrkr Ltd (**Company**) will consist of at least two members. Members will be appointed by the board of directors of the Company (**Board**) 'where possible' from amongst the non-executive directors, a majority of who, 'where possible', will also be independent. In addition, the Audit and Risk Committee will comprise:
  1. members who can read and understand financial statements and are otherwise financially literate;
  2. at least one member with financial expertise either as a qualified accountant or other financial professional with experience in financial and accounting matters; and
  3. at least one member who has an understanding of the industry in which the Company operates.

## 2. Chairman

1. The Audit and Risk Committee will 'where possible', appoint an independent Director, other than the Chairman of the Board, to be the Chairman of the Audit and Risk Committee (**Chairman**).

## 3. Secretary

1. The Company Secretary will be the Secretary of the Audit and Risk Committee (**Secretary**).

## 4. Other Attendees

1. Members of senior management may be invited to be present for all or part of the meetings of the Audit and Risk Committee.
2. At least once a year the Audit and Risk Committee shall meet with the external auditors without any management staff or executives present.

## 5. Quorum

1. A quorum will be two members.

## 6. Meetings

1. Audit and Risk Committee meetings will be held not less than two times a year so as to enable the Audit and Risk Committee to undertake its role effectively. In addition, the Chairman is required to call a meeting of the Audit and Risk Committee if requested to do so by any member of the Audit and Risk Committee, an executive director, or the external auditor.

## 7. Authority

1. The Audit and Risk Committee is authorised by the Board to investigate any activity within its charter. The Audit and Risk Committee will have access to

management and auditors with or without management present and has the right to seek explanations and additional information. It is authorised to seek any information it requires from any employees and all employees are directed to cooperate with any request made by the Audit and Risk Committee.

2. The Audit and Risk Committee is authorised by the Board to obtain outside legal or other independent professional advice and to secure the attendance of outsiders with relevant experience and expertise if it considers this necessary.
3. The Audit and Risk Committee is required to make recommendations to the Board on all matters within the Audit and Risk Committee's charter.

## 8. Reporting Procedures

1. The Audit and Risk Committee will keep minutes of its meetings. The Secretary shall circulate the minutes of the meetings of the Audit and Risk Committee to all members of the Audit and Risk Committee for comment and change before being signed by the Chairman of the Audit and Risk Committee. The minutes are to be tabled at the Board meeting following the Audit and Risk Committee meeting along with any recommendations of the Audit and Risk Committee.

## 9. Responsibilities of the Audit and Risk Committee

1. Financial Statements. The Audit and Risk Committee shall:
  1. review the audited annual and half yearly financial statements and any reports which accompany published financial statements before submission to the Board, recommending their approval, focusing particularly on:
    1. any changes in accounting policies and practices;
    2. major judgmental areas;
    3. significant adjustments, accounting and financial reporting issues resulting from the audit;
    4. compliance with accounting policies and standards; and
    5. compliance with legal requirements;
  2. review the evaluation by management of factors related to the independence of the Company's auditor and to assist them in the preservation of such independence; and

3. oversee the appointment of the Company's auditor by the Board.
2. Related Party Transactions. The Audit and Risk Committee shall monitor and review the propriety of any related party transactions.
3. External Audit Function. The Audit and Risk Committee shall:
  1. recommend to the Board the appointment of the external auditor;
  2. annually review the appointment of the external auditor, their independence, the audit fee, and any questions of resignation or dismissal;
  3. discuss with the external auditor before the audit commences the nature and scope of the audit;
  4. meet privately with the external auditor on at least an annual basis;
  5. determine that no management restrictions are being placed upon external auditor;
  6. discuss problems and reservations arising from the interim and final audits, and any matters the auditors may wish to discuss (in the absence of management where necessary);
  7. review the external auditor's management letter and management's response; and
  8. review any regulatory reports on the Company's operations and management's response.
4. Reliance on Professional or Expert Advice and Information. Each member of the Audit and Risk Committee is entitled to rely on information, or professional or expert advice, to the extent permitted by law, given or prepared by:
  1. an employee of the Company whom the member believes on reasonable grounds to be reliable and competent in relation to the matters concerned;
  2. a professional advisor or expert in relation to matters that the member believes on reasonable grounds to be within the advisor's or expert's professional or expert competence; or
  3. another Director or officer of the Company in relation to matters within the Director's or officer's authority.
5. Communication. The Audit and Risk Committee shall:

1. provide, through regular meetings, a forum for communication between the Board, senior financial management, staff involved in internal control procedures and the external auditors;
  2. enhance the credibility and objectivity of financial reports with other interested parties, including creditors, key stakeholders and the general public; and
  3. establish procedures for complaints and reports regarding accounting, internal accounting controls and auditing matters and ensuring a mechanism for the confidential treatment of such complaints and reports (including the ability to submit complaints and reports anonymously).
6. Assessment of Effectiveness. The Audit and Risk Committee shall:
1. evaluate the adequacy and effectiveness of the Company's administrative, operating and accounting policies through active communication with the Board and the external auditors; and
  2. arrange for the annual review of this Charter by the Board.
7. Oversight of the Risk Management System. The Audit and Risk Committee shall:
1. oversee the establishment and implementation by the Board of a system for identifying, assessing, monitoring and managing material risk throughout the Company. This system will include the Company's internal compliance and control systems;
  2. annually review the Company's risk management systems to ensure the exposure to the various categories of risk are minimised prior to endorsement by the Board;
  3. evaluate the Company's exposure to fraud;
  4. take an active interest in ethical considerations regarding the Company's policies and practices;
  5. monitor the standard of corporate conduct in areas such as arms-length dealings and likely conflicts of interest;
  6. identify and direct any special projects or investigations deemed necessary;
  7. ensure the appropriate engagement, employment and deployment of all employees under statutory obligations;
  8. ensure a safe working culture is sustained in the workforce;

9. determine the Company's risk profile describing the material risks, including both financial and non-financial matters, facing the Company; and
10. regularly review and update the risk profile.