Novus Altair Communications Policy

Communication at Novus Altair is guided by the following principles:

1. **Authorised spokespersons:** Communication with stakeholders, media and the public must be aligned with the Company's official stance and strategy and must only be done by duly authorised Company spokespersons. Any person not authorised to speak or write on behalf of the Company, asked by the media, shareholders (internal or external) or public, or other stakeholders, must decline to comment and refer them to the Directors. Any employee who does not follow this rule may be held personally liable for his/her actions.

2. **Responsible individual behaviour:** All Novus Altair employees should, in their daily work, behave as if they were representatives and ambassadors of the Company. Therefore, each employee should be committed to preserving and enhancing Novus Altair's reputation. Any illegal or offensive behaviour or statement, including via social media accounts, which could cause damage to the Company should be avoided. The core values of Sustainability, Quality and Leadership that underpin the Novus Altair's reputation should be reflected in everything we say or do. Inside information may only be disseminated through an authorised channel (Company releases). Each employee should keep any inside information about Novus Altair strictly confidential.

3. **Transparency:** Novus Altair is committed to providing the public and stakeholders, with clear, accurate and reliable information at all times. We seek to establish close relationships with our stakeholders, both internal and external, through regular communication, integrity and transparency.

4. **Two-way communication:** Novus Altair believes in clear, accurate and reliable top-down and bottom-up communication through all levels of the Company. Efficient two-way channels of communication ensure that employees understand, are aligned with and help the Company achieve its objectives. The communication with all stakeholders, internal and external, must proceed in line with the Company's official stance and strategy.

5. **Fair and prompt disclosure:** Novus Altair recognises the value of communicating company-related information in a timely and non- selective manner.

6. **Confidentiality:** All Novus Altair documentation, correspondence and company-related information, unless and until publicly available must be treated as confidential. Non-public information from or concerning suppliers, customers, employees, agents, consultants and other parties must also be protected in accordance with legal and contractual requirements, including the Novus Altair Data Protection Procedure, when applicable.

7. **Compliance:** This policy should be read in conjunction with the Novus Altair's Code of Conduct. Novus Altair is committed to complying with all applicable laws. Furthermore Novus Altair fully respects the legal rights of the employees. In case of contradiction between this policy and applicable laws, applicable laws shall prevail.

Signed



Date 1/1/22
Last Reviewed On 03/07/26
Version 1