Propertylink
thinking property

Risk Management Policy

Adopted on **13 June 2018**

1. Introduction

1.1 This Risk Management Policy (**"Policy"**) states Propertylink Group's (**"Propertylink"**) overall intentions and directions in relation to risk management.

1.1 Risk is defined as the effect of uncertainty on objectives. Propertylink recognises that risks are inherent to its business and is committed to ensuring it has a high standard of risk management in place. An effective risk management framework is essential to successfully achieving Propertylink's objectives and protecting securityholders' interests.

2. Risk Management Framework

2.1 Propertylink's risk management framework is arranged so that risk management is integrated coherently into all levels of the organisation. The key elements of Propertylink's risk management framework include:

(a) Quarterly risk workshops, where managers identify risks and controls within their business units;

(b) Maintenance of risk registers for each business unit, which are then presented to the ARC for approval on a half-yearly basis or more frequently where there are material changes;

(c) Policies and procedures, which provide the minimum acceptable standards of business practice;

(d) Risk appetite and tolerance statement, which defines the amount and type of risks that Propertylink is willing to accept in pursuing its objectives;

(e) External review when appropriate, where the organisation's framework, key controls and processes are reviewed and tested by external specialists.

(f) Timely breach and incident reporting; and

(g) Training, where employees receive risk and compliance training appropriate to their role.

3. Responsibilities

3.1 The Board has ultimate responsibility for oversight of Propertylink's risk management. The Board sets the risk appetite and ensures that Propertylink has appropriate systems in place to manage its main risks.

3.2 The Audit and Risk Committee ("**ARC**") assists the Board with overseeing Propertylink's processes for identifying and managing risk. The ARC makes recommendations to the Board in regards to risk management. The activities of the ARC are governed by its Charter.

3.3 The Compliance Officer is responsible for:

(a) designing, implementing and reporting on the adequacy of the risk management framework to the ARC and Board;

(b) assisting the management team in the identification of risks and mitigating controls; and

(c) ensuring employees receive risk management training appropriate to their role

3.4 The management team is responsible for:

(a) promoting a culture of risk management in Propertylink, especially in their respective business units;

(b) integrating risk management into their decision-making;

(c) identifying risks and mitigating controls for their respective business units, maintaining them on a regular basis and communicating them to the Compliance Officer; and

(d) reporting any breaches or breakdown of risk management controls to the Compliance Officer.

3.5 All employees are responsible for complying with all legislative, regulatory and company policy requirements and for managing risks within their area of responsibility.

4. Monitoring and Review

4.1 The ARC will review this Policy annually to ensure it provides an adequate framework to monitor the operating circumstances that may impact on the risk profile of Propertylink.

5. Communication and Reporting

5.1 Appropriate personnel are provided with a copy of or access to this Policy and receive any necessary training in respect of relevant risk management systems.

6. Record Keeping

6.1 The Compliance Officer is responsible for ensuring that adequate records are kept of the risk management system to enable the process to be reviewed.

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