Constitution

The Remuneration Committee of the Company (the “committee”) was established by a resolution of the Board of Directors (the “Board”) on 9 December 2021. The Committee is accountable to the Board. These Terms of Reference are drafted in accordance with the UK Corporate Governance Code (“the Code”) published in July 2018 and approved by the Board on 9 December 2021.

1. Membership

1.1 The committee shall comprise at least three members, all of whom shall be independent non-executive directors. The chair of the board may also serve on the committee as an additional member if they were considered independent on appointment as chair.

1.2 Appointments to the committee are made by the board on the recommendation of the nomination committee and in consultation with the chair of the remuneration committee and shall be for a period of up to three years which may be extended for up to two additional three-year periods, provided members (other than the chair of the board, if they are a member of the committee) continue to be independent.

1.3 Only members of the Committee have the right to attend Committee meetings. However, other individuals, such as representatives from external advisers, may be invited to attend for all or part of any meeting, as and when appropriate and necessary (FRC Guidance on Board Effectiveness 2018, paragraph 64).

1.4 The board shall appoint the committee chair who shall be an independent non-executive director who should have served on a remuneration committee for at least 12 months (Code Provision 32). In the absence of the committee chair and/or an appointed deputy, the remaining members present shall elect one of themselves to chair the meeting who would qualify under these terms of reference to be appointed to that position by the board. The chair of the board shall not be chair of the committee.

2. Secretary

2.1 The company secretary or their nominee shall act as the secretary of the committee and will ensure that the committee receives information and papers in a timely manner to enable full and proper consideration to be given to the issues.

3. Quorum

3.1 The quorum necessary for the transaction of business shall be 2 members.
4. **Frequency of Meetings**

4.1 The Committee shall meet at least annually and at such other times as the Chairman and other members of the Committee may require.

5. **Notice of Meetings**

5.1 Meetings of the Committee shall be called by the Secretary at the request of the Committee.

5.2 Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, shall be forwarded to each member of the committee and any other person required to attend no later than five working days before the date of the meeting. Supporting papers shall be sent to committee members and to other attendees, as appropriate, at the same time.

6. **Minutes of Meetings**

6.1 The Secretary shall minute the proceedings and resolutions of all Committee meetings including the names of those present and in attendance.

6.2 Draft minutes of committee meetings shall be circulated to all members of the committee. Once approved, minutes should be circulated to all other members of the board and the company secretary unless, exceptionally, it would be inappropriate to do so (FRC Guidance on Board Effectiveness 2018, paragraph 65).

7. **Engagement with shareholders (Annual General Meeting)**

7.1 The committee chair should attend the annual general meeting to answer any shareholder questions on the committee’s activities (FRC Guidance on Board Effectiveness 2018, paragraph 38). In addition, the committee chair should seek engagement with shareholders on significant matters related to the committee’s areas of responsibility (Code Provision 3 and FRC Guidance on Board Effectiveness 2018, paragraph 136).

8. **Duties**

8.1 The Committee should carry out the duties below:

8.1.1 Have delegated responsibility for determining the policy for directors’ remuneration and setting remuneration for the company’s chair and independent non-executive directors, in accordance with the Principles and Provisions of the Code.

8.1.2 When determining non-executive director remuneration policy and practices, consider the Code requirements for clarity, simplicity, risk mitigation, predictability, proportionality and alignment to culture (Code Provision 40);

8.1.3 No non-executive director shall be involved in any decisions as to their own remuneration outcome (Code Provision Q). The board itself or, where required by the Articles of Association, the shareholders should determine the remuneration of the non-executive directors within the limits set in the Articles of Association (Code Provision 34):

8.1.4 In determining remuneration policy, take into account all other factors which it deems necessary including relevant legal and regulatory requirements, the provisions and recommendations of the Code and associated guidance. The objective of such policy shall be to
attract, retain and motivate directors, and having regard to views of shareholders and other stakeholders.

8.1.5 Review the ongoing appropriateness and relevance of the remuneration policy.

8.1.6 Within the terms of the agreed policy and in consultation with the chair and/or Senior Independent Director, as appropriate, determine the total individual remuneration of each non-executive director, and the company chair.

8.1.7 Have full authority to appoint remuneration consultants (Code Provision 35) and to commission or purchase any reports, surveys or information which it deems necessary at the expense of the company. However, the committee should avoid designing pay structures based solely on benchmarking to the market or on the advice of remuneration consultants (FRC Guidance on Board Effectiveness 2018, paragraph 134).

8.1.8 Work and liaise as necessary with other board committees, ensuring the interaction between committees and with the board is reviewed regularly (FRC Guidance on Board Effectiveness 2018, paragraph 65).

9. Reporting Responsibilities

9.1 The committee chair shall report to the board after each meeting on the nature and content of its discussion, recommendations and action to be taken (FRC Guidance on Board Effectiveness 2018, paragraph 62).

9.2 The committee shall make whatever recommendations to the board it deems appropriate on any area within its remit where action or improvement is needed, and adequate time should be available for board discussion when necessary (FRC Guidance on Board Effectiveness 2018, paragraph 62).

9.3 The committee shall provide a description of its work in the annual report in line with the requirements of the UK Corporate Governance Code (Code Provision 41).

9.4 The committee shall also ensure that provisions regarding disclosure of information as set out in The Companies (Directors’ Remuneration Policy and Directors’ Remuneration Report) Regulations 2019 (For detailed guidance on the reporting requirements see GC100 and Investor Group: Directors’ Remuneration Reporting Guidance 2019 and the Code are fulfilled, and that a report on the directors’ remuneration policy and practices is included in the company’s annual report and put to shareholders for approval at the AGM as necessary.

9.5 If the committee has appointed remuneration consultants, the consultant should be identified in the annual report alongside a statement about any other connection it has with the company or individual directors (Code Provision 35).

10. Other matters

The committee shall:

10.1 Have access to sufficient resources in order to carry out its duties, including access to the company secretariat for advice and assistance as required (Code Provision 16 and FRC Guidance on Board Effectiveness 2018, paragraphs 79-85);
10.2 Be provided with appropriate and timely training, both in the form of an induction programme for new members and on an ongoing basis for all members (FRC Guidance on Board Effectiveness 2018, paragraph 81);

10.3 Give due consideration to all relevant laws and regulations, the provisions of the Code and published guidelines or recommendations regarding the remuneration of company directors and the formation and operation of share incentive plans, the requirements of the FCA’s Listing Rules, Prospectus Rules, Disclosure Guidance and Transparency Rules sourcebook, and any other applicable rules, as appropriate;

10.4 Ensure that a periodic evaluation of the committee’s own performance is carried out; and

10.5 At least annually, review its constitution and terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the board for approval (FRC Guidance on Board Effectiveness 2018, paragraph 63).

11. **Authority**

11.1 The committee is authorised by the board to obtain, at the company’s expense, outside legal or other professional advice on any matters within its terms of reference (FRC Guidance on Board Effectiveness 2018, paragraph 83).