

Phoenix Spree Deutschland Limited

Nomination Committee

Terms of Reference

Latest Update:

17 April 2024
(readopted)

Terms of Reference of the Nomination (the "Committee")

1 Membership

- 1.1 Members shall be appointed by the Board, in conjunction with the Chair of the Committee.
- 1.2 The Committee shall be made up of at least three members of the Board, the majority of whom should be considered independent non-executive directors. The chair of the Company, provided that he/she is an independent Director, may be a Member of or chair the Committee.
- 1.3 Only Members shall have the right to attend Committee meetings. However, other individuals such as external advisers may be invited to attend all or part of any meeting.
- 1.4 Any member of the Committee may at any time by writing under his/her hand and deposited at, or if in an electronic communication, received by the office, or delivered at a meeting of the Committee, appoint any other Director of the Company not already a member of the Committee, to be his/her alternate member in the event of such member being unable to attend a scheduled Committee meeting. The appointment of an alternate member shall terminate at the conclusion of the said Committee meeting, and any adjournment thereof at which the appointer is not present.

2 Chair

- 2.1 The Board shall appoint the Chair of the Committee. The Chair has the responsibility of liaising with the Board.
- 2.2 The Chair shall chair the meetings of the Committee unless the Chair is UK resident and unable to travel to Jersey for meetings then a Jersey resident member may be appointed chair for that meeting. The chair of the Company shall not chair the Committee when it is dealing with the matters of succession to the chair of the Company. In the absence of the Chair of the Committee, the remaining Members present shall elect one of themselves to chair the meetings of the Committee.

3 Secretary

- 3.1 The Company Secretary (or his/her delegate) or such other person as the Board may determine from time to time shall be the secretary of the Committee.
- 3.2 The secretary of the Committee or his/her delegate shall attend meetings of the Committee to take minutes.
- 3.3 In the absence of the secretary of the Committee, the Members present at a meeting of the Committee shall elect another person to act as the secretary for the purposes of that meeting.
- 3.4 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 matters under discussion. The committee shall have access to the services of the company secretariat on all committee matters, including assisting the Chair in planning the committee's work,

drawing up meeting agendas, maintenance of minutes, and provision of any necessary practical support

4 Quorum

- 4.1 The quorum necessary for the transaction of business of the Committee shall be two Members.
- 4.2 The secretary shall ascertain, at the beginning of each meeting, the existence of any conflicts of interest and minute them accordingly. The relevant Member shall not be counted towards the quorum, and he/she must abstain from voting on any resolution of the Committee in which he/she and/or his/her associates have a material interest.
- 4.3 A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Committee.

5 Frequency of meetings

- 5.1 The Committee shall meet at least once a year and otherwise as required.
- 5.2 Any Member may request a meeting if they consider that one is necessary.

6 Attendance at meetings

- 6.1 Members, or their alternates, may attend meetings of the Committee either in person or through telephonic and/or electronic means of communication. Such a meeting of Members shall only be validly convened if the majority of the Members participating are located outside the United Kingdom. Such a meeting shall be deemed to take place where the Chair of the meeting then is located provided that no meeting can take place in the United Kingdom
- 6.2 Should any Member wish to attend a meeting through telephonic and/or electronic communications, prior arrangements shall be made with the secretary of the Committee.

7 Notice of meetings

- 7.1 Meetings of the Committee shall be summoned by the secretary of the Committee at the request of any of its Members or at the request of the Chair of the Committee.
- 7.2 Unless otherwise agreed, notice of each meeting confirming the venue, time and date shall be forwarded to each member of the Committee, and to any other person required to attend within a reasonable time prior to the date of the meeting.
- 7.3 An agenda of items to be discussed shall be forwarded to the Chair of the Committee in the first instance unless otherwise agreed by the Chair of the Committee, then circulated to each member of the Committee and any other person required to attend within a reasonable time prior to the date of the meeting. Supporting papers shall be sent to Members and to other attendees as appropriate, at the same time.
- 7.4 Any Member shall be entitled, by notice to the secretary of the Committee, to include other matters relevant to the functions of the Committee in the agenda of a Committee meeting.

7.5 All meeting of the Committee shall be held outside the United Kingdom.

8 Minutes of meetings

8.1 The secretary of the Committee (or his/her delegate) in attendance at the meetings of the Committee shall minute in sufficient detail all proceedings and resolutions of all such meetings, including the names of those present and in attendance. The minutes should also include any concerns raised by any Member and/or dissenting views expressed.

8.2 Draft minutes of the Committee meetings shall be circulated to the Chair of the Committee for review and comment prior to circulation to the wider Committee within a reasonable time after the meeting with a final draft tabled at the next appropriate Committee meeting for approval and at the Board meeting for information purposes, unless it is considered inappropriate to do so by the Chair.

8.3 Minutes of the Committee meetings shall be kept by the secretary of the Committee and shall be available for inspection by any Member or Director at any reasonable time on reasonable notice.

9 Duties

9.1 The Committee shall:

9.1.1 regularly review the structure, size and composition (including the skills, knowledge, experience and diversity) of the Board and make recommendations to the Board with regard to any changes bearing in mind that all Directors should be subject to annual re-election;

9.1.2 give full consideration to succession planning for Directors in the course of its work, taking into account the challenges and opportunities facing the Company, and what skills and expertise are therefore needed on the Board in the future as well as overseeing the development of a diverse pipeline for succession;

9.1.3 be responsible for identifying and nominating for the approval of the Board, candidates to fill Board vacancies as and when they arise;

9.1.4 before any appointment is made by the Board, evaluate the balance of skills, knowledge, experience and diversity on the Board, and, in the light of this evaluation prepare a description of the role and capabilities required for a particular appointment. In identifying suitable candidates, the Committee shall:

(a) consider using open advertising or the services of external advisers to facilitate the search;

(b) consider candidates from a wide range of backgrounds; and

(c) consider candidates on merit and against objective criteria, with due regard for the benefits of diversity on the Board, including gender, taking care that appointees have enough time available to devote to the position to fulfil their duties;

- 9.1.5 prior to appointment, obtain details of and review any interests the candidate may have which conflict or may conflict with the interests of the Company. The Committee shall consider whether, despite any such conflict, there are nevertheless grounds for recommending the candidate for appointment and for the Board to authorise the relevant conflict. The Committee shall, as part of any proposal to the Board for appointment of the relevant candidate, explain these grounds and make recommendations as to the terms and conditions on which any authorisation of the conflict should be given by the Board;
- 9.1.6 keep under review the leadership needs of the Company;
- 9.1.7 For the appointment of a Chair of the Company, the Committee shall prepare a job specification, including an assessment of the time commitment expected, recognising the need for availability in the event of crisis. The Committee should ensure a Chair's other significant commitments are disclosed to the Board before appointment. Any changes to the Chair's commitments should be reported to the Board as they arise;
- 9.1.8 review annually the time commitment required from non-executive Directors and to keep under review the number of external directorships held;
- 9.1.9 facilitate a formal and rigorous annual evaluation of the performance of the Board, its committees, the chair of the Company and individual directors and consider the results of the evaluation;
- 9.1.10 facilitate an external board evaluation at least every three years and consider the results of the evaluation, making recommendations to the Board as appropriate;
- 9.1.11 ensure that on appointment to the Board, non-executive Directors receive a formal letter of appointment setting out clearly what is expected of them in terms of time commitment, committee service and involvement outside Board meetings;
- 9.1.12 ensure that non-executive Directors are appointed for specified terms subject to re-election and to statutory provisions relating to the removal of a Director;
- 9.1.13 determine and disclose a policy on the tenure of the Chair of the Company. A clear rationale for the expected tenure should be provided, and the policy should explain how this is consistent with the need for regular refreshment and diversity;
- 9.1.14 ensure that any term of appointment of a non-executive Director beyond six years is subject to particularly rigorous review, taking into account the need for progressive refreshing of the Board; and
- 9.1.15 review annually the independence of each Director taking into account tenure, any conflicts of interest, material business relationships, additional remuneration, cross directorships, or any other circumstance which might impair a director's independency.
- 9.1.16 make recommendations to the Board concerning:

- (a) formulating plans for succession for non-executive Directors and in particular for the key role of chair of the Company;
- (b) suitable candidates for the role of senior independent Director, if any;
- (c) membership of the Board committees as appropriate, in consultation with the chair of those committees;
- (d) the re-appointment of any non-executive Director at the conclusion of their specified term of office giving due regard to their performance and ability to continue to contribute to the Board in the light of the knowledge, skills, and experience required;
- (e) the annual re-election by Shareholders of any Director having due regard to their performance and ability to continue to contribute to the Board in the light of the knowledge, skills and experience required and the need for progressive refreshing of the Board (particularly in relation to Directors being re-elected for a term beyond nine years); and
- (f) any matters relating to the continuation in office of any Director at any time.

10 Reporting responsibilities

- 10.1 The Chair of the Committee shall report formally to the Board on proceedings after each meeting on all matters within its duties and responsibilities.
- 10.2 The Committee shall make a statement in the Company's annual report about its activities, including:
 - 10.2.1 the process used in relation to appointments, its approach to succession planning and how both supports developing a diverse pipeline;
 - 10.2.2 how the Board evaluation has been conducted, the nature and extent of an external evaluator's contact with the Board and individual Directors, the outcomes and actions taken, and how it has or will influence Board composition;
 - 10.2.3 the policy on diversity and inclusion, its objectives and linkage to Company strategy, how it has been implemented and progress on achieving the objectives; and
 - 10.2.4 where an external search agency has been used, it shall be identified in the annual report and a statement made as to whether it has any other connection with the Company.
- 10.3 The Committee Chair shall seek shareholder engagement on matters within the scope of the Committee's responsibilities including attending the Annual General Meeting of the Company (ideally in person but, if not possible, by phone) to answer any shareholder questions on the Committee's activities.

11 Other matters

- 11.1 The Committee shall have access to sufficient resources in order to carry out its functions and discharge its duties.
- 11.2 All Members shall have access to the advice and services of the secretary of the Committee with a view to ensuring that procedures of the Committee and all applicable rules and regulations are followed.
- 11.3 The Committee shall, at least once a year, review its own performance, 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.
- 11.4 The Committee shall give due consideration to laws and regulations relevant to the Company, in particular the Companies (Jersey) Law 1991 (as amended), the provisions of the AIC Code and the Financial Conduct Authority's Listing Rules, Prospectus Rules, Disclosure Guidance and Transparency Rules and any other applicable rules, as appropriate.
- 11.5 The Committee shall work and liaise as necessary with all other Board committees.

12 Authority

- 12.1 The Committee is authorised by the Board to examine any activity within its terms of reference and is authorised to obtain, at the Company's expense, professional advice on any matter within its terms of reference including recruitment consultants.
- 12.2 The Committee is authorised to seek any information it requires from any Director and all Directors will be directed to co-operate with any request made by the Committee.

Definitions

In these Terms of Reference, unless the context requires otherwise, the following definitions shall apply:

"AIC Code" means the Association of Investment Companies Code of Corporate Governance

"Board" means the board of Directors of the Company

"Chair" means the chair of the Committee appointed from time to time

"Company" means Phoenix Spree Deutschland Limited

"Company Secretary" means the company secretary of the Company from time to time

"Directors" means the directors of the Company from time to time

"Member" means a member of the Committee from time to time

"Shareholders" means the shareholders of the Company