

Getech Group plc (the "Company")  
Remuneration Committee (the "Committee") Terms of Reference  
Final: 20 March 2018

**1. Membership**

- 1.1. Appointments to the Committee are made by the Board of the Company (the "Board").
- 1.2. Appointments shall be for a period of up to 3 years, which may be extended for further periods of up to 3 years, provided the appointed director continues to meet the criteria for membership of the committee.
- 1.3. The Committee shall consist of not less than three members all of whom are non-executive directors.
- 1.4. Only members of the Committee have the right to attend meetings of the Committee. However, other individuals may be invited to attend of all or part of any meeting as and when appropriate and necessary.
- 1.5. The Board shall appoint the Chairman of the Committee who should be a non-executive director. In the absence of the Committee Chairman, the remaining members shall elect one of themselves to chair the meeting.

**2. Secretary**

The Company Secretary or his nominee shall act as secretary of the Committee.

**3. Quorum**

The quorum necessary for the transaction of business shall be two both of whom must be non-executive directors.

**4. Frequency of Meetings**

- 4.1. The Committee will meet at least one per year and otherwise as required.
- 4.2. A meeting may be requested at any time by the Chairman of the Board, by any member of the Committee who considers that a meeting is necessary and by any member of the board if approval is given by the Chairman of the board.

**5. Notice of Meetings**

- 5.1. Meetings of the committee shall be called by the secretary at the request of the committee chairman, the Chairman of the Board or any member of the Committee who considers that a meeting is necessary.
- 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, any other person required to attend and all other non-executive directors, 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 promptly to all members of the committee. Once approved, minutes should be circulated to all other members of the board unless in the opinion of the committee chairman it would be inappropriate to do so.

## 7. Annual general meeting

The committee chairman should attend the Company annual general meeting to answer any shareholder questions on the committee's activities.

## 8. Duties

The Committee should carry out the duties below for the Company and subsidiaries as appropriate.

The Committee shall:

- 8.1. Have responsibility for setting the remuneration policy for all executive directors and the company's chairman, including pension rights and any compensation payments. 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. No director or senior manager shall be involved in any decisions as to their own remuneration.
- 8.2. Recommend and monitor the level and structure of remuneration for senior management.
- 8.3. In determining such policy, take into account all 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 executive management of the quality required to run the company successfully without paying more than is necessary, having regard to views of shareholders and other stakeholders. The remuneration policy should have regard to the risk appetite of the company and alignment to the company's long strategic term goals. A significant proportion of remuneration should be structured so as to link rewards to corporate and individual performance and designed to promote the long-term success of the company.
- 8.4. When setting remuneration policy for directors, review and have regard to pay and employment conditions across the company or group, especially when determining annual salary increases.
- 8.5. Review the on-going appropriateness and relevance of the remuneration policy.
- 8.6. Within the terms of the agreed policy and in consultation with the chairman and/or chief executive, as appropriate, determine the total individual remuneration package of each executive director, the company chairman and other designated senior executives including bonuses, incentive payments and share options or other share awards.
- 8.7. Obtain reliable, up-to-date information about remuneration in other companies of comparable scale and complexity. To help it fulfil its obligations the committee shall have full authority to appoint remuneration consultants and to commission or purchase any reports, surveys or information which it deems necessary at the expense of the company but within any budgetary restraints imposed by the board.

- 8.8. Be exclusively responsible for establishing the selection criteria, selecting, appointing and setting the terms of reference for any remuneration consultants who advise the committee.
- 8.9. Approve the design of, and determine targets for, any performance-related pay schemes operated by the company and approve the total annual payments made under such schemes (in accordance with the provisions in Schedule A of the Code).
- 8.10. Review the design of all share incentive plans for approval by the board and shareholders. For any such plans, determine each year whether awards will be made, and if so, the overall amount of such awards, the individual awards to executive directors, company secretary and other designated senior executives and the performance targets to be used.
- 8.11. Determine the policy for, and scope of, pension arrangements for each executive director and other designated senior executives.
- 8.12. Ensure that contractual terms on termination, and any payments made, are fair to the individual, and the company, that failure is not rewarded and that the duty to mitigate loss is fully recognised.
- 8.13. Oversee any major changes in employee benefits structures throughout the company or group.
- 8.14. Agree the policy for authorising claims for expenses from the directors.
- 8.15. Work and liaise as necessary with all other board committees.

## 9. Reporting responsibilities

- 9.1. the committee chairman shall report to the board on its proceedings after each meeting on all matters within its duties and responsibilities.
- 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
- 9.3. The Committee shall report to shareholders in the Company's Annual Report in compliance with the Code.
- 9.4. the committee shall produce a report to be included in the company's annual report about its activities in compliance with the Code.
- 9.5. through the chairman of the Board, ensure that the company maintains contact as required with its shareholders regarding remuneration.

## 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 assistance as required
- 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
- 10.3. give due consideration to laws and regulations, the provisions of the Code and the requirements of the UK Listing Authority's Listing, Prospectus and Disclosure and Transparency Rules and any other applicable rules, as appropriate
- 10.4. arrange for periodic reviews of its own performance and, 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.

#### **11. Authority**

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.