

# **SMITHS NEWS PLC**

## **TERMS OF REFERENCE – REMUNERATION COMMITTEE**

### **1. COMPOSITION**

- 1.1 The Remuneration Committee shall be a Committee of the Board and its members appointed by the Board.
- 1.2 The Committee shall comprise not less than three independent non-executive directors. The Chairman of the Board may also serve on the Committee as an additional member if he or she was considered independent on appointment as Chairman. The Board shall appoint the Chairman of the Committee, who shall be an independent non-executive director.
- 1.3 The Committee may invite the Chief Executive, Chief Financial Officer, Group Human Resources Director and external advisers to attend for all or part of any meeting, as and when appropriate.
- 1.4 If the Chairman of the Board is a member of the Committee, he will not participate in any discussion regarding his own remuneration.
- 1.5 The Committee shall have at its disposal the services of a specialist in the field of executive benefits and remuneration.
- 1.6 The Company Secretary or his nominee shall be the Secretary to the Committee.
- 1.7 Each member shall hold office as a committee member for a period of up to three years, which may be extended by no more than two additional three-year periods, so long as the member still meets the criteria for membership of the Committee.
- 1.8 The Chairman and members shall be listed each year in the Company's Annual Report.

### **2. MEETINGS**

- 2.1 The quorum for any meeting shall be two of the Committee members present throughout the meeting or by telephone.
- 2.2 The Committee shall normally meet at least three times a year and additionally as and when required. The Chairman of the Committee may convene meetings at his discretion. A meeting of the Committee may be called by any member of the Committee or by the Secretary, but in any event, the Committee shall meet prior to the Company's salary review date.
- 2.3 Notice of each meeting confirming the venue, date and time together with an agenda of items to be discussed and supporting papers where appropriate shall be forwarded in advance to each member of the Committee and to each other person invited to attend. All reasonable efforts shall be made to give notice of meetings of the Committee to all members of it and to arrange such meetings so that members are able to attend them.
- 2.4 A member of the Committee may participate in a Committee meeting by telephone.
- 2.5 In the event of equality of votes, the Chairman of the Committee shall have a casting vote.

- 2.6 If any member of the Committee is unable to act for any reason, the Chairman of the Committee may appoint another non-executive director of the Company agreed by other members of the Committee to act as that member's alternate.
- 2.7 The members of the Committee shall serve on the Committee at the discretion of the Board and may be removed by the Board.
- 2.8 Each member of the Committee shall disclose to the Committee:
- (a) any personal financial interest (other than as a shareholder) in any matter to be decided by the Committee; or
  - (b) any potential conflict of interest arising from a cross-directorship.

Any such member shall abstain from voting on resolutions of the Committee in relation to which such interest exists and from participating in the discussions concerning such resolutions and (if so requested by the Board) shall resign from the Committee.

### **3. RESPONSIBILITIES**

The responsibilities of the Committee are:

- (a) to determine and agree with the Board the framework or broad policy for the remuneration of the Company's Chief Executive, Chairman, the executive directors, the Company Secretary and such other members of the executive management as it is designated to consider. The remuneration of non-executive directors shall be a matter for the Chairman and the executive members of the Board. No director or manager shall be involved in any decisions as to their own remuneration;
- (b) in determining such policy, to take into account all factors which it deems necessary including the interests of shareholders, legal and regulatory requirements, the provisions and recommendations of the UK Corporate Governance Code and associated guidance. The objective of such policy shall be to ensure that members of the executive management of the Company are provided with appropriate incentives to encourage enhanced performance and are, in a fair and responsible manner, rewarded for their individual contributions to the success of the Company;
- (c) when setting remuneration policy for directors, review and have regard to the remuneration trends across the Company
- (d) to review the ongoing appropriateness and relevance of the remuneration policy;
- (e) to review the policy for any performance related pay schemes operated for those below executive management level and to approve the total annual payments to be made under all performance related pay schemes including any discretionary element to Executive Directors and other members of the Executive Management Team;
- (f) to review the design of all existing and new cash bonus and share incentive plans for approval by the Board and shareholders and to:
  - (i) determine policy for the grant of awards/options to executive directors and senior executives of the Company, to ensure that they are provided with appropriate incentives consistent with the Company's policy as stated in the directors' remuneration report for the Company's last audited financial year;

- (ii) set appropriate performance targets in connection with the awards and options;
  - (iii) approve all and any awards/options to executive directors and senior executives, including consideration of the quantum of grants and vesting schedules;
  - (iv) determine with the Company's auditors, whether such performance targets have been satisfied;
  - (v) consider and approve any amendments to the awards and plans prior to obtaining any necessary shareholder approval; and
  - (vi) exercise any discretion specified in the rules of the plans and generally oversee the administration of the plans offered to executive directors and senior executives;
- (g) to determine the policy for, and scope of, pension arrangements for each executive director and other senior executives;
  - (h) to 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;
  - (i) within the terms of the agreed policy and in consultation with the Chairman and/or Chief Executive as appropriate, to determine the total individual remuneration package of each executive director and other senior executives including fees and expenses, bonuses, incentive payments and share options or other share awards;
  - (j) in determining such packages and arrangements, to give due regard to any relevant legal requirements, the provisions and recommendations in the UK Corporate Governance Code and the requirements of the UK Listing Authority's Listing, Prospectus and Disclosure and Transparency Rules and associated guidance;
  - (k) to oversee any major change in employee benefits structures throughout the Company;
  - (l) to agree the policy for authorising claims for expenses from the directors;
  - (m) to ensure that all provisions regarding disclosure of remuneration including pensions, as set out in Schedule 8 to the Large and Medium Sized Companies and Groups (Accounts and Reports) Regulations 2008 (SI 2008/410) and the UK Corporate Governance Code are fulfilled;
  - (n) to liaise with the Nominations Committee to ensure that the remuneration packages of newly appointed executive directors are within the Company's overall policy;
  - (o) to assist the board in preparing an Annual Report to shareholders for the purposes of and in accordance with, Schedules 5 and 8 to the Large and Medium Sized Companies and Groups (Accounts and Reports) Regulations 2008 (SI 2008/410), LR 9.8.8.R of the Listing Rules of the Financial Services Authority and the provisions of the UK Corporate Governance Code. The report will form part of the Company's Annual Report;
  - (p) to appoint consultants in respect of executive remuneration; and
  - (q) to be exclusively responsible for establishing the selection criteria, selecting, appointing and setting the terms of reference for any remuneration consultants who advise the Committee and to obtain reliable, up-to-date information about remuneration in other companies. The

Committee shall have full authority to commission any reports, surveys or information which it deems necessary to help it fulfil its obligations.

**4. ANNUAL GENERAL MEETING**

- 4.1 The Chairman of the Committee shall attend the Annual General Meeting prepared to respond to any shareholder questions on the Committee's activities.
- 4.2 All members of the Committee shall also attend the Annual General Meeting.

**5. REPORTING PROCEDURE**

- 5.1 The Chairman of the Committee shall make a verbal report to the next meeting of the Board of matters considered by the Committee.
- 5.2 The Secretary shall circulate to all members of the Board the minutes of the meeting of the Committee after their approval by the Chairman, unless it would be inappropriate to do so. Invited attendees shall be entitled to receive extracts of such minutes as appropriate.
- 5.3 The Committee shall produce an Annual Report of the Company's remuneration policy and practices which will form part of the Company's Annual Report and ensure each year that it is put to shareholders for approval at the AGM.

**6. TERMS OF REFERENCE - REVIEW**

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.

**7. AUTHORITY**

- 7.1 The Committee is authorised to investigate any activity within its terms of reference and seek any information it requires from any employee of the Company in order to perform its duties. All employees are directed to co-operate with any request made by the Committee.
- 7.2 The Committee is authorised to obtain, at the Company's expense, outside legal or other professional advice on any matters within its terms of reference including the advice of independent remuneration consultants, as well as information about remuneration practices elsewhere. The Committee may, if it thinks fit, secure the attendance at meetings of outsiders with relevant experience and expertise at the Company's expense.