



PERPETUAL LIMITED

BOARD CHARTER

Approved May 2019

Perpetual 

PERPETUAL LIMITED
(the "Company")
BOARD CHARTER



ADOPTED ON 19 JULY 2004

AND AMENDED ON 11 AUGUST 2004, 16 NOVEMBER 2004, 17 MAY 2005, 18 JULY 2006, 17 JULY 2007, 15 JULY 2008, 12 AUGUST 2009, 22 JUNE 2010, 21 FEBRUARY 2011, 27 AUGUST 2013, 26 AUGUST 2014, 28 SEPTEMBER 2015 and 28 MAY 2019

1. INTRODUCTION

1.1 This Charter sets out:

- (a) specific powers and responsibilities of the board of Perpetual Limited (**board**);
- (b) matters specifically reserved to the board and those delegated to the Chief Executive Officer and Managing Director (**CEO**); and
- (c) procedures aimed at ensuring the effective operation of the board and each director.

2. BOARD RESPONSIBILITIES

2.1 The board is appointed by the shareholders.

2.2 The board is responsible for:

- (a) setting the values and standards of conduct and service for the Company and its wholly owned subsidiaries (together **Group**) and ensuring that these are adhered to, in the interests of shareholders, employees, customers, suppliers and the communities in which the Group operates and generally safeguarding the reputation of the Group;
- (b) demonstrating leadership and defining the Group's purpose;
- (c) monitoring that management has an appropriate framework in place to identify and effectively manage all aspects of enterprise risk, setting and regularly reviewing the Group's risk profile and appetite, and reviewing (at least annually) the Group's risk management framework in respect of both financial and non-financial risk to satisfy itself that it continues to be sound;
- (d) monitoring business performance and the Group's financial position including oversight of its taxation policies and practices and tax risk management framework;
- (e) monitoring the activities of the Group's licensed and regulated subsidiaries and overseeing the integrity of internal audit;
- (f) monitoring the Group's workplace, health and safety framework and reviewing the effectiveness of that framework on an annual basis;
- (g) setting the Group's direction, strategies and financial objectives and monitoring management's implementation of these;
- (h) setting the Group's approach to corporate governance and diversity and monitoring implementation of these;
- (i) satisfying itself that an appropriate framework exists for relevant information to be reported by management to the board and whenever required, challenging management and holding it to account;
- (j) approving the Group's statement of values and Code of Conduct and monitoring management's instilling of the Group's values;

- (k) ensuring that the necessary financial, IT and human resources are in place for the Group to meet its objectives;
- (l) ensuring that the performance of the board, its standing committees and management is regularly assessed and monitored to ensure that both the board, its standing committees and management have the required competencies and application to discharge their respective responsibilities;
- (m) ensuring that remuneration outcomes are aligned to the Group's long-term financial soundness, purpose, values, strategic objectives and risk appetite;
- (n) overseeing the integrity of the Group's financial accounts and reporting systems and the preparation of the Group's financial statements, including the external audit;
- (o) monitoring the Company's continuous disclosure obligations, reviewing and approving price sensitive announcements to the ASX and ensuring that management has an appropriate framework in place to manage investor relations;
- (p) monitoring management's investment performance, strategies and processes in respect of investment activities which the Group performs for third parties;
- (q) monitoring the Group's compliance management framework and oversight of compliance with regulatory, prudential, legal and ethical standards;
- (r) appointing (including, from time to time, determining the remuneration, and terms and conditions of appointment), reviewing the performance of, and terminating, the CEO, and reviewing and approving the CEO's succession plan; and
- (s) reviewing and approving recommendations for the appointment, remuneration of, and the assessment of the performance of, the CEO's direct reports and other employees who are deemed to be individuals who may affect the Company's financial soundness, and reviewing their succession plans (including the succession plans of senior management);
- (t) approving the appointment and replacement of the company secretary.

3. POWERS OF THE BOARD

3.1 Powers reserved to the board

In addition to those matters specifically reserved by law, the powers and functions specifically reserved to the board include but are not limited to:

3.2 Strategy formulation

- (a) determining from time to time the allocation of duties and responsibilities between the board and the CEO;
- (b) overseeing the group's human resources policies and practices, approving the Group short-term incentive plan (STI) plan performance measures, size of the Group STI pool and any variable incentive plans or employee incentive schemes;
- (c) approving the Company's annual operating plan, including the capital investment plan, insurance plan, capital management plan and disaster recovery plan;
- (d) reviewing and approving the Company's strategic direction, goals and targets annually; and
- (e) approving the capital structure of the Company.

3.3 Strategy execution

- (a) approving new or revised debt funding facilities for the Company and any subsidiary;
- (b) approving the acquisition, establishment (whatever the form), disposal or cessation, of a material business of the Company (or one that forms part of the

key strategic operations of the Group), or disposal or cessation of an asset of the Company for a consideration exceeding \$4 million (excluding the Company's equity investment portfolio), provided that any approval by management for amounts less than \$4m must be within the scope of the board's current approved business plan for the relevant financial year and risk appetite statement;

- (c) approving a loan of Company funds:
 - (i) to an entity not a member of the Group;
 - (ii) to an entity in which the Company or a member of the Group has an interest of less than 50 percent, where the loan exceeds \$1 million; or
- (d) approving capital expenditure on plant and equipment which exceeds \$4 million and any material disposals of these (including intellectual property), provided that any approval by management for amounts less than \$4 million must be within the scope of the board's current approved business plan for the relevant financial statement and risk appetite statement;
- (e) approving leasing and long-term service arrangements with a material net present value of greater than \$4 million, provided that any approval by management for amounts less than \$4 million must be within the scope of the board's current approved business plan for the relevant financial year and risk appetite statement;
- (f) approving the half-year report, annual report, Chairman's Letters and other significant releases to the ASX;
- (g) approving the Corporate Responsibility Statement;
- (h) approving all employee equity ownership plans; and

3.4 Risk management

- (a) approving systems, frameworks and criteria recommended by management by which to assess, monitor and review information concerning the financial position and performance and the financial and non-financial risk exposures of the Company;
- (b) appointing the external auditor;
- (c) approving all material accounting matters requiring judgment;
- (d) approving policies in the following areas:
 - (i) corporate governance, including policy on the engagement of external auditors for non-audit services; and
 - (ii) appointment of directors to the Company, subsidiaries or statutory committees;
 - (iii) diversity of Perpetual's workforce (including but not limited to ethnicity, gender and age); and
 - (iv) remuneration policy.
- (e) approving policies recommended and to be implemented by management of the Company in the following areas:
 - (i) operational and business risk management;
 - (ii) accounting policy as disclosed in the notes to the statutory financial statements; and
 - (iii) dividends.

3.5 Culture

- (a) The board is responsible for approving the Group's statement of values and charging the senior executive team with the responsibility of inculcating those values across the Group through appropriate training and senior executives continually referencing and reinforcing those values in their interactions with employees.
- (b) The board is responsible for approving the Group's code of conduct, whistleblower policy and anti-bribery and corruption policy and ensuring that it receives appropriate reporting from management of any material breaches of the code or incidents reported under the policies.

3.6 Materiality

The concept of materiality as applied to this Charter shall be assessed with reference to the principles outlined in Schedule A of this Charter.

3.7 Delegation to Committees

The board may from time to time establish, and delegate to, committees to assist it in carrying out its responsibilities and shall adopt charters setting out matters relevant to the composition, responsibilities and functions of such committees, and other matters that the board may consider appropriate.

3.8 Standing Committees

From time to time, the board delegates responsibilities to standing committees and has established the following committees, each with its own Terms of Reference:

- (a) an Audit, Risk and Compliance Committee;
- (b) a Nominations Committee;
- (c) an Investment Committee;
- (d) a People and Remuneration Committee.

4. BOARD AND MANAGEMENT

4.1 The board will promote constructive and respectful relations with management in order that both the board and management may effectively discharge their roles.

4.2 Delegations

In accordance with rule 24.3 of the Company's constitution, the powers:

- (a) not expressly or implicitly reserved to the board by law or under rule 3.1 of this Charter; and
 - (b) required for the management and operation of the Company,
- are conferred on the CEO and may be sub-delegated by the CEO to an employee(s) or agent of the Company, subject to the CEO providing to the board the information required from time to time by the board relating to the exercise of delegated powers.

5. MANAGEMENT AND CEO

5.1 Service Agreement

The CEO is responsible for the management and operation of the Company and has a formal written service agreement setting out duties, rights and responsibilities and entitlements on termination.

5.2 Performance review

The board is responsible for establishing performance criteria applicable to the CEO and the board will conduct a formal review of the performance of the CEO on an annual basis.

5.3 Financial Reporting

The CEO and chief financial officer will state in writing to the board, before the board approves the Company's financial statements for a full or half year period, that in their opinion:

- (a) the Company's consolidated financial statements and incorporated notes present a true and fair view, in all material respects, of the company's financial position and performance and comply with the relevant accounting standards;
- (b) the company's financial records have been properly maintained in accordance with section 286 of the *Corporations Act 2001*; and
- (c) that this opinion in respect of the integrity of the financial statements and notes is founded on a sound system of risk management and internal controls and that the Company's risk management and internal control systems to the extent they relate to financial reporting is operating efficiently and effectively in all material respects based on the risk management framework adopted by the Company.

5.4 Material business risks

Management will report to the board, and the board may seek further assurances from management, on the operation and effectiveness of the Company's risk management and internal control system in managing the Company's material financial and non-financial business risks.

6. EMPLOYEES, ADVISERS AND CONSULTANTS

6.1 The board is entitled to rely on employees of the Company or professional advisers or consultants engaged by the board or the Company, where:

- (a) there are reasonable grounds to believe that the employee, adviser or consultant is reliable and competent; and
- (b) the reliance was made in good faith and after making an assessment of the information or advice provided.

7. BOARD COMPOSITION

7.1 Independent Directors

The board shall comprise a majority of non-executive directors who are assessed to be independent in accordance with clause 8 of this Charter.

7.2 Non-executive directors

- (a) Non-executive directors are engaged through a written letter of appointment and the appointment of new non-executive directors is confirmed by shareholders at the next annual general meeting. Appropriate background checks are made before a new director is appointed.
- (b) In order to revitalise the board, non-executive directors may not seek re-election after three elected terms of three years.
- (c) The board will review the skills and diversity represented by directors on the board and consider whether the composition and mix of those skills and diversity remain appropriate in the Company's circumstances from time to time.

7.3 Chairman

- (a) The directors shall elect as chairman one of their number who is an independent non-executive director and has not previously served as CEO of the Company.
- (b) The chairman is responsible for leadership of the board, facilitating the effective contribution of all directors and the management of the relationship between the board and the CEO, and has a particular responsibility for promoting constructive and respectful relations between directors and between the board and management in accordance with paragraph 4.1.

- (c) The chairman is responsible for promoting the interests of the Group as a whole and ensuring constructive and respectful relations with the Company's shareholders, other public organisations, government, other companies and the public generally.
- (d) The chairman is responsible for facilitating the effective contribution of all directors and setting the board's agenda to ensure that adequate time is available for discussion of all agenda items, and in particular those agenda items of strategic importance.

7.4 Other appointments

A non-executive director may not accept any subsequent directorships until approval has been given by the chairman.

8. INDEPENDENCE

8.1 Purpose of independence

The board acknowledges that the overall purpose of independence is to ensure that a director does not have a relationship where there is, or is perceived to be, any matter which could materially interfere with a director's ability to exercise unfettered judgement in the best interests of the Company's shareholders.

8.2 Determination of independence

- (a) The board shall consider all of the circumstances relevant to a director, in determining whether the director is free from an interest and any business or other relationship which could, or could reasonably be perceived to, materially interfere with the director's ability to act in the best interests of the Company.
- (b) Amongst the circumstances considered by the board will be a range of factors, including those set out in Box 2.3 of the ASX Corporate Governance Council's Corporate Governance Principles and Recommendations, 4th edition (ASX Principles).
- (c) The board may determine that a director is independent notwithstanding the existence of circumstances or relationships described in the ASX and will disclose the reasons for its determination in the Company's Corporate Responsibility Statement.

8.3 Standing declaration of interests

The board will maintain a register that notes each director's interests and external appointments that is tabled at every board meeting. Directors are required to notify the Company Secretary in any change to their standing declaration of interests and external appointments.

8.4 Review of independence

The board will review the independence of each director each year in May and at any time when a change occurs that may affect a director's independence. Non-executive directors will also formally advise the chairman of any relevant information and update the chairman if their circumstances change at any time.

8.5 Materiality of circumstances and relationships

In assessing materiality in relation to clauses 8.2(a) and 8.2 (b), the board will take a qualitative approach to materiality rather than setting strict numerical thresholds and will consider each director's individual circumstances on its merits. Materiality is considered from the perspective of both the Company and its directors.

9. CONDUCT OF DIRECTORS

9.1 Code of Conduct

Each director shall comply with the Company's Code of Conduct.

9.2 Trading in Company's securities

Each director shall comply with the Company's policy for trading in the Company's securities by directors, officers and employees as varied from time to time.

10. ACCESS TO INDEPENDENT ADVICE

10.1 Board access

The board may obtain independent professional advice to assist it in the proper exercise of its powers and responsibilities, with the cost to be borne by the Company.

10.2 Director's access

- (a) A director may obtain independent professional advice to assist the director in the proper exercise of powers and discharge of duties as a director of the Company.
- (b) The costs of the independent professional advice obtained by a director under paragraph 10.2 (a) above are to be borne by the Company provided that before engaging the independent professional adviser, the director obtains the prior approval of the chairman, or if the director is the chairman, the prior approval of the chairman of the Audit, Risk and Compliance Committee.
- (c) Any such independent professional advice obtained by a director under paragraph 10.2(a) must be produced by the director to the Company and in doing so the director agrees to waive any claim for client legal privilege in relation to the advice to the extent that such privilege may otherwise prevent the disclosure of that advice to the Company.

11. INDUCTION AND PROFESSIONAL DEVELOPMENT

11.1 Upon appointment, new directors participate in a comprehensive induction program designed to familiarise them with the Group's business, strategy, operations, Group Executives and senior management team.

11.2 Directors are expected to participate in all induction and orientation programs and any continuing education or training arranged for them.

12. MEETINGS

12.1 Holding of meetings

- (a) Subject to paragraph 12.1(b), the board shall meet regularly, at the times determined by the chairman, at least eight scheduled times a year.
- (b) In accordance with rule 22.3 of the Company's constitution, a director may convene a meeting of the board at any time.

12.2 Board papers

- (a) The company secretary shall distribute in advance of a meeting of the board an agenda, settled in consultation with the CEO and chairman, and any related papers to each member of the board.
- (b) It is the Group's practice for board papers to be distributed via a secure electronic board portal, the contents of which is maintained by company secretariat.

12.3 Minutes

- (a) The company secretary shall prepare minutes of meetings of the board and have them approved by the chairman.
- (b) Minutes of meetings shall be confirmed at the next meeting of the board.
- (c) Minutes of committee meetings will be included in the papers for the next meeting of the board following the date of the committee meeting.

12.4 **Non-executive directors**

The non-executive directors shall meet at least twice a year for discussion of management issues without the presence of the CEO or management.

13. **BOARD REPORTING**

- 13.1 Management must supply the board with information in a form, timeframe and quality that will enable the board to discharge its duties effectively.
- 13.2 The company secretary will regularly review the effectiveness and comprehensiveness of board reporting, in consultation with the board.

14. **BOARD PERFORMANCE REVIEW**

- 14.1 The board will undertake ongoing self-assessment and annually review the performance of the board, its committees and individual directors. Particular attention will be paid to assessing the currency of directors' knowledge and skills and whether a director's performance has been impacted by other commitments.
- 14.2 The annual review process will include a review of the board's skill matrix to ensure it covers the skills needed to address existing and emerging business and governance issues relevant to the Group. It will also consider whether there is any need for existing directors to undertake professional development to maintain the skills and knowledge needed to perform their roles as directors effectively.

15. **COMPANY SECRETARY**

- 15.1 The secretary is responsible for:
 - (a) Advising the board and its committees on governance matters;
 - (b) Co-ordination of all board business including:
 - (i) Preparation of agendas;
 - (ii) coordinating the timely completion; and
 - (iii) dispatch of board and committee papers;
 - (iv) ensuring that the business at board and committee meetings is accurately captured in the minutes;
 - (c) monitoring that board and its committees and ensuring that corporate governance policy and procedures are followed;
 - (d) helping to organise and facilitate the induction and professional development of directors.
- 15.2 The board will appoint at least one secretary. Appointment and removal of a secretary will be subject to board approval.
- 15.3 All directors shall have direct access to the company secretary.
- 15.4 The company secretary is accountable directly to the board, through the chairman, on all matters to do with the proper functioning of the board.

16. **CONTINUOUS DISCLOSURE**

- 16.1 The board is committed to ensuring that shareholders are fully informed of all material matters that affect the position and prospects of the Group and has established written policies and procedures designed to ensure compliance with ASX Listing Rule continuous disclosure requirements and to ensure accountability at a senior management level for that compliance. These policies and procedures are described in Schedule B of this Charter.
- 16.2 The board receives copies of all material market announcements promptly after they have been made and ensures that any new of substantive investor presentations are released on the ASX market announcement platform ahead of the presentation being

given.

17. INVESTOR RELATIONS

- 17.1 The Board ensures that shareholders are provided with appropriate information and facilities to allow them to exercise their rights effectively. This includes providing information about itself and its governance to investors on the Group's website and using electronic communications.
- 17.2 The Board ensures that all substantive resolutions at a meeting of shareholders are decided by a poll rather than by a show of hands.

ASSESSMENT OF MATERIALITY

Without limiting the board's discretion in this regard, the board has adopted the following guidelines on 'Materiality':

1. Guidance Note 8 to the ASX Listing Rules published by the ASX recommends that reporting entities apply the guidance on materiality that formerly appeared in the Australian Accounting Standards (namely AASB1031, entitled *Materiality*, now withdrawn). The guidance provides that an amount which is equal to or less than 5% of an appropriate base amount ought to be treated as not material unless there is evidence, or convincing argument, to the contrary. Similarly, an amount which is equal to or more than 10% of an appropriate base amount ought to be presumed to be material, unless there is evidence, or convincing argument to the contrary. The level between 5% and 10% of an appropriate base is considered to be a 'grey' and subjective area.
2. The base amount for determining quantitative materiality for the purposes of clause 3.1 of the Charter is net profit after tax less profits on disposal of investments, businesses and buildings for the most recent full financial year.
3. Quantitative parameters should be regarded as merely indicative of potential materiality, without necessarily being conclusive as to materiality. Items may be regarded as material without necessarily exceeding any indicative quantitative parameters.

INFORMED MARKET

The board is committed to ensuring that shareholders are fully informed of all material matters that affect the position and prospects of the Group. It seeks to accomplish this through:

- ensuring that it meets its obligations of continuous disclosure under ASX Listing Rule 3.1
- the release of the Company's Half Year Results in February each year;
- the release of the Company's Full Year Results in August each year;
- the distribution of the Annual Report;
- the chairman and CEO's addresses to the Annual General Meeting;
- letters from the chairman to all shareholders whenever significant developments occur;
- the posting of significant information on the Company's internet site as soon as it is disclosed to the market;
- disclosure of key events through the Company's online Event Calendar;
- the publication of key event webcasts and presentations on the Company's website.

The board has established a Continuous Disclosure Committee to assist the Company to comply with the continuous disclosure obligations under ASX Listing Rule 3.1. The CEO, Chief Financial Officer, and Company Secretary are members of the Continuous Disclosure Committee which is responsible for deciding what information is required to be disclosed at the ASX. Notwithstanding the delegation to the Continuous Disclosure Committee, the board reserves the right to consider and determine any continuous disclosure matter. The Company ensures that all senior executives give regular sign offs as to whether there are matters that require disclosure to the ASX. The board also recognises its continuous disclosure obligations and this is a standing agenda item at each scheduled board meeting.

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