

## Corporate Governance Statement

Probiotec Limited (**Probiotec**) is committed to best practice in corporate governance, compliance and ethical behaviour. The Board's approach has been to be guided by the principles and practices that are in its stakeholders' best interests while ensuring full compliance with legal requirements.

A summary of Probiotec's corporate governance practices and compliance with the Corporate Governance Principles and Recommendations (Third Edition) is set out below. Probiotec is in compliance with all principles and recommendations.

The policies and charters referred to in this summary are accessible at Probiotec's website.

These corporate governance statements are effective as at 28 August 2019.

### 1 Lay solid foundations for management and oversight

#### 1.1 Responsibilities and Evaluation of the Board and Management

The Board has adopted a Board Charter which sets out the roles and responsibilities of the Board as well as the roles and responsibilities that have been delegated to the Chief Executive Officer and other senior management.

The Board's responsibilities include:

- protecting and enhancing the value of the assets of the Company;
- setting strategies, directions and monitoring and reviewing against these strategic objectives;
- reviewing and ratifying internal controls, codes of conduct and legal compliance;
- reviewing the Company's accounts;
- approval and review of the operating budget and strategic plan for the Company;
- evaluating performance and determining the remuneration of the Chief Executive Officer and Senior Management;
- ensuring the significant risks facing the Company have been identified and adequate control monitoring and reporting mechanisms are in place;
- approval of transactions relating to acquisitions, divestments and capital expenditure above delegated authority limits;
- approval of financial and dividend policy; and
- appointment of the Chief Executive Officer.

The Board reviews the performance, composition and terms of reference of the Boards and the Board's committees using the Process for Evaluation of Performance Policy on an annual basis. The Board has evaluated the Board, the Remuneration and Nomination Committee and Audit and Risk Management Committee during the reporting period.

The Board has delegated responsibility for the day-to-day leadership and management of Probiotec to the Chief Executive Officer. The Board evaluates the performance of the Chief Executive Officer with facilitation by the Chair on an annual basis using its Process for Evaluation of Performance Policy. The Board evaluated the performance of the Chief Executive Officer during the reporting period.

Senior management has been given certain responsibilities, which include:

- developing strategies to deliver a strong market presence and build shareholder wealth over the long term;
- recommending appropriate strategic and operating plans;
- maintaining effective control of operations;
- measuring performance against peers;
- being strong, principled and providing ethical leadership;
- assuring sound succession planning and management development; and
- providing a sound organisational structure.

The Board evaluates the performance of senior management using its Process for Evaluation of Performance Policy, with the assistance of the Chief Executive Officer, on an annual basis. The Board evaluated the performance of senior management during the reporting period.

#### 1.2 Appointment and evaluation of directors

The Remuneration and Nomination Committee is responsible for developing criteria for Board membership and identifying suitably skilled, qualified and experienced individuals to recommend to the Board. Probiotec undertakes appropriate checks before appointing or putting forward any director for election by shareholders and provides shareholders with all information relevant to their decision whether to elect the director.

Each director and senior executive of Probiotec has in place a letter of appointment or employment agreement which sets out the terms and conditions of their appointment.

The Board has adopted a Process for Evaluation of Performance Policy. Under the Policy, the Chair, in consultation with the Board, determines the process by which the performance of individual directors is assessed. This may include mechanisms such as interviews, self-assessment and peer review.

#### 1.3 Company Secretary

As set out in the Board Charter, the Company Secretary is accountable directly to the Board, through the Chair, on all matters to do with the proper functioning of the Board.

#### 1.4 Diversity Policy

The Board has adopted a Diversity Policy to promote an inclusive culture where all people are encouraged to succeed to the best of their ability. The Remuneration and Nomination Committee is responsible for developing and monitoring a long term plan to address diversity initiatives and measures.

As at 30 June 2019, the Probiotec Group had the following female participation (%) rates:

Probiotec Limited non-executive directors	0
Senior executive positions	30
Other management and professional roles	40
Total workforce	45

For the purposes of the reporting above, senior executive positions are defined as those positions whereby the executive has both multiple direct reports and control over significant decisions within their department.

The Board has set the overall objective of a 50% participation rate across all levels of the Group. However, this objective is governed by the overriding principle of merit based selection and advancement.

## **2 Structure the board to add value**

### **2.1 Composition of the Board**

There are currently four members on the Board, of which the majority are independent, non-executive directors. The Chair of the Board is Geoff Pearce, an independent and non-executive director. The Chief Executive Officer is Wesley Stringer. Probiotec supports the separation of the roles of Chair of the Board and Chief Executive Officer.

Profiles of each board member, including terms in office, are included in the *2019 Financial Report*.

The Board has established a Remuneration and Nomination Committee and an Audit and Risk Management Committee. The responsibilities of these Committees are set out in more detail below. The number of Committee meetings held during the reporting period and attendance at those meetings, are included in the *2019 Financial Report*.

### **2.2 Skills and competency of the Board**

The Board has not adopted a Board Skills Matrix. The Board considers that it is aware of the mix of skills held by the Board and is conscious of which skills may be beneficial to add to the Board. The Remuneration and Nomination Committee assists the Board in this respect. The duties and responsibilities of the Remuneration and Nomination Committee, as set out in its Charter, include reviewing the size, structure and composition of the Board and the effectiveness of the Board as a whole, and identifying suitable candidates to fill Board vacancies. The Committee make recommendations to the Board accordingly.

The Remuneration and Nomination Committee is also responsible for establishing and overseeing induction and continuing professional development programs for directors to develop and maintain the skills and knowledge needed to perform the role effectively.

### **2.3 Independence of directors**

In determining the independence of directors, the Board applies the definition of independent directors as contained in the Corporate Governance Principles and Recommendations (Third Edition). An independent director is a director who is independent of management and free of any interest, position, association or relationship that might materially interfere with, or could reasonably be perceived to materially interfere with, the exercise of their independent judgement.

The Board considers that each of its Non-executive directors, Sandy Beard, Geoff Pearce and Greg Lan is independent.

### **2.4 Remuneration and Nomination Committee**

The Remuneration and Nomination Committee is made up of Geoff Pearce, Greg Lan and Wesley Stringer with Geoff Pearce holding the role of Chairman. The Board considers a majority of the committee members, including the Chair, to be independent directors. Profiles of each committee member, including their qualifications, are included in the *2019 Financial Report*.

The Remuneration and Nomination Committee Charter sets out the responsibilities of the Committee as well as membership requirements and procedures for Committee

meetings. The Committee is responsible for developing criteria for Board membership, to identify suitably skilled, qualified and experienced individuals for nomination and to establish processes for the review of the performance of directors. The Charter is reviewed annually.

### **3 Act ethically and responsibly**

The Board has adopted a Code of Conduct which applies to all Probiotec employees. The Code of Conduct emphasises the fundamental principles of Probiotec, including ethical behaviour, honesty, integrity and respect.

Probiotec also has in place:

- a Whistleblowing Policy, to support employees reporting the conduct of other employees; and
- a Security Trading Policy, to ensure its Key Management Personnel (as that term is defined in the ASX Listing Rules) comply with the ASX Listing Rules and the *Corporations Act 2001* (Cth).

### **4 Safeguard integrity in corporate reporting**

#### **4.1 Audit and Risk Management Committee**

The Audit and Risk Management Committee is made up of Alexander (Sandy) Beard (Chair), and Geoff Pearce. Each of the committee members are non-executive directors and the Board considers each of the committee members to be independent directors. Profiles of each committee member, including their qualifications, are included in the *2019 Financial Report*. The Audit and Risk Management Committee currently only has two members given that the board is currently made up on only three non-executive directors. If and when the size of the board increases a further appointment may be made.

The Audit and Risk Management Committee Charter sets out the responsibilities of the Committee as well as membership requirements and procedure for Committee meetings. The Committee's responsibilities include reviewing the financial statements released to shareholders, recommending the appointment and remuneration of the external auditor and the terms of their engagement and assessing the independence of the external auditor. The Charter is reviewed annually.

#### **4.2 Assurance from Chief Executive Officer and Chief Financial Officer**

Prior to the approval of the financial statements for any financial period, the Board Charter and the *Corporations Act 2001* (Cth) requires that the Chief Executive Officer and Chief Financial Officer declare that:

- the financial records of Probiotec have been properly maintained;
- the financial statement comply with the appropriate accounting standards and give a true and fair view of Probiotec's financial position and performance; and
- that opinion has been formed on the basis of a sound system of risk management and internal control which is operating effectively.

#### **4.3 Auditors attendance at general meetings**

Under Probiotec's Constitution, Probiotec's auditor is entitled to attend any general meeting and has the right to be heard.

## **5 Make timely and balanced disclosure**

The Board of Probiotec has adopted a Continuous Disclosure Policy to ensure compliance with Probiotec's obligations under the *Corporations Act 2001* (Cth) and the ASX Listing Rules. A Compliance Officer has been appointed by the Board to be primarily responsible for deciding what information will be disclosed to the market. The Continuous Disclosure Policy sets out processes for reporting and disclosure and speaking with the media, public and analysts.

## **6 Respect the rights of security holders**

The Board of Probiotec has adopted a Shareholder Communication Policy which outlines its commitment to ensuring that shareholders, regulators and the wider investment community are informed of all major developments affecting Probiotec in a timely and effective manner.

As part of this commitment, Probiotec has available on its website its Constitution, board and committee charters, and the policies referred to in this summary. Information in relation to Probiotec's directors, copies of all media and ASX releases and the details of Probiotec's share registry are also accessible on the website.

Shareholders are encouraged to attend and participate at general meetings. To facilitate this, meetings will be held during normal business hours and at a place convenient for shareholders to attend.

The full text of notices and accompanying materials will appear on Probiotec's website.

## **7 Recognise and manage risk**

The Board is responsible for ensuring that the significant risks facing Probiotec have been identified and adequate control monitoring and reporting mechanisms are in place.

The Audit and Risk Management Committee (whose members have been summarised above) assist the Board in executing its responsibilities in relation to risk. The majority of the Committee's members, including the Chair, are considered by the Board to be independent Directors. The Audit and Risk Committee Charter requires the Committee to oversee Probiotec's risk profile, risk policy and the effectiveness of its risk management framework and supporting risk management systems.

The Board has adopted a Risk Management Policy which identifies key risk areas, sets out policy objectives and outcomes and delineates responsibility and reporting measures across Probiotec. This policy is reviewed annually and was reviewed during the current reporting period.

Probiotec does not currently have material exposure to economic, environmental or social sustainability risks. If such risks do arise, Probiotec will manage those risks in accordance with its internal risk management framework.

## **8 Remunerate fairly and responsibly**

The Remuneration and Nomination Committee (whose members have been summarised above) is responsible for reviewing and making recommendations to the Board on remuneration packages and policies available to senior management and directors, as set out in its Charter. The Committee may engage independent counsel or advisors with the approval of the Chairman or by resolution of the Board.

The Board has adopted a Security Trading Policy which prohibits Key Management Personnel (as that term is defined in the ASX Listing Rules) from entering into hedging arrangements in relation to Probiotec securities which would have the effect of limiting the exposure of the person to risk relating to an element of their remuneration that has not vested, or has vested but remains subject to a holding lock. Key Management

Personnel may enter into margin loans or other security arrangements in relation to Probiotec shares only with the prior written approval of the Designated Officer. Details of the framework and policies in relation to remuneration is set out in the Remuneration Report section of the Directors Report, which is included in the *2019 Financial Report*. The remuneration of each director is also set out in the Remuneration Report. Information on the structure of the remuneration of senior management is also set out in the Remuneration Report.