

## TRITAX BIG BOX REIT PLC

### Nomination Committee (the “Committee”)

#### Terms of reference

(Adopted by the Board on 13 May 2020)

#### 1. The Nomination Committee:

- 1.1. is a sub-committee of the board and shall make recommendations to the board which retains the right of final decision;
- 1.2. is made up of at least three members;
- 1.3. has the primary responsibility of leading the process for board appointments and make recommendations to the board in that regard; and
- 1.4. will meet sufficiently frequently and for long enough to perform its duties effectively.

#### 2. Membership

- 2.1 The committee shall comprise at least three directors.
- 2.2 A majority of the members of the Nomination Committee shall be independent directors. If any member of the Nomination Committee is determined by the Board not to be independent and this would result in a majority of the Nomination Committee not being independent, that director shall cease to be a director of the Nomination Committee.
- 2.3 The majority of members should be independent of the Manager and free from any involvement which might significantly interfere with their ability to judge matters independently.
- 2.4 Only members of the committee have the right to attend committee meetings. However, other individuals such as non-member directors or representatives from external advisers may be invited to attend for all or part of any meeting, as and when appropriate and necessary.
- 2.5 Appointments to the committee are made by the board on the recommendation of the Nomination Committee and shall be for a period of up to three years, which may be extended for further periods of up to three years, provided the director still meets the criteria for membership of the committee.
- 2.6 The board shall appoint the committee chair who should be either the chair of the board or an independent non-executive director. In the absence of the committee chair and/or an appointed deputy, the remaining members present shall elect one of themselves to chair the meeting from those who would qualify under these terms of reference to be appointed to that position by the board. The chair of the board shall not chair the committee when it is dealing with the matter of succession of the chair of the board.

#### 3. Secretary

- 3.1 The company secretary or his or her 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 issues.

#### **4. Quorum**

4.1 The quorum necessary for the transaction of business shall be two independent non-executive directors. A duly convened meeting of the Nomination 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 Nomination Committee.

#### **5. Frequency of meetings**

5.1 The committee shall meet at least twice a year and otherwise as required.

#### **6. Notice of meetings**

6.1 Meetings of the committee shall be called by the secretary of the committee at the request of the committee chairman or any of its members.

6.2 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.

#### **7. Engagement with shareholders**

The committee chairman should attend the annual general meeting to answer any shareholder questions on the committee's activities. In addition, the committee chair should seek engagement with shareholders on significant matters related to the committee's areas of responsibility.

#### **8. Duties**

8.1. The Nomination Committee shall:

- a) be responsible for identifying and nominating for the approval of the board, candidates to fill board vacancies as and when they arise;
- b) keep up to date and fully informed about strategic issues and commercial changes affecting the company and the market in which it operates;
- c) conduct its search for board candidates, and make appointments, based on merit, against objective criteria with due regard for the benefits of diversity on the board, including gender and background, taking care that appointees have enough time available to devote to the position;
- d) before making an appointment, evaluate the balance of skills, knowledge, experience, independence 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 Nomination Committee shall:
  - use open advertising or the services of external advisers to facilitate the search;
  - consider candidates from a wide range of backgrounds;
  - consider candidates on merit and against objective criteria, having due regard to the benefits of diversity on the board and taking care that appointees have enough time available to devote to the position.
- e) for the appointment of a chairman, the Nomination Committee should prepare a job specification, including the time commitment expected. A proposed chairman's other significant commitments should be disclosed to the board before

appointment and any changes to the chairman's commitments should be reported to the board as they arise;

- f) prior to the appointment of a director, other significant time commitments should be disclosed, and any additional future commitments should not be undertaken without prior approval of the board. The proposed appointee should also be required to disclose any other business interests that may result in a conflict of interest. These must be authorised by the board prior to appointment and any future business interests that could result in a conflict of interest must not be undertaken without prior authorisation of the board.
- g) review annually the time required from directors to fulfill their duties. Performance evaluation should be used to assess whether the directors are spending enough time to fulfil their duties;
- h) give full consideration to succession planning for directors in the course of its work, to ensure progressive refreshing of the board, taking into account the challenges and opportunities facing the company, and of the skills and expertise, needed on the board in the future;
- i) 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;
- j) keep under review the leadership needs of the Company with a view to ensuring the continued ability of the Company to compete effectively in the marketplace;
- k) make available its terms of reference explaining clearly its role and the authority delegated to it by the board;
- l) ensure that on their 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;
- m) work and liaise as necessary with all other board committees, ensuring the interaction between committees and with the board is reviewed regularly;
- n) review the results of the board performance evaluation process that relate to the composition of the board and succession planning.

8.2. The Nomination Committee shall also make recommendations to the board:

- a) as regards plans for succession for non-executive directors and in particular for the key role of chairman;
- b) suitable candidates as new directors, for the role of senior independent director and succession for existing directors;
- c) as regards the re-appointment of any director at the conclusion of their specified term of office having given due regard to their performance and ability to continue to contribute to the board in the light of the knowledge, skills and experience required;
- d) concerning the re-election by shareholders of any director under the annual re-election provisions of the UK Corporate Governance Code 2018 and the AIC Code of Corporate Governance, or the retirement by rotation provisions in the company's articles of association, 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 six years);

- e) concerning any matters relating to the continuation in office of any director at any time including the suspension or termination of service of a non-executive director subject to the provisions of the law and their service contract;
- f) concerning the appointment of any director to executive or other office other than to the positions of chairman, the recommendation for which would be considered at a meeting of the board; and
- g) membership of the audit and risk; and management and engagement committees, and any other board committees as appropriate, in consultation with the chairman of those committees.

8.3. The Nomination Committee shall also consider such other topics as are defined by the board from time to time.

## **9. Reporting responsibilities**

9.1. The Nomination Committee chairman shall report to the board on its proceedings after each meeting on all matters within its duties and responsibilities;

9.2. The Nomination Committee shall make whatever recommendations to the board it deems appropriate on any area within its remit where action or improvement is needed, and adequate time should be made available for board discussion when necessary;

9.3. The committee shall produce a report to be included in the company's annual report describing the work of the nomination committee, including

- a) the process used in relation to appointments, explain if external advice or open advertisement has not been used, its approach to succession planning and how both support the long-term strategy development
- b) how 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 influenced or will influence board composition
- c) 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

9.4. 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 connection with the company;

9.5. The membership of the Nomination Committee, number of Nomination Committee meetings and attendance over the course of the year; and

## **10. Other matters**

The Nomination 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 Financial Conduct Authority's Listing Rules, Prospectus Rules and Disclosure Guidance and Transparency Rules, and any other applicable rules, as appropriate; and
- 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**

- 11.1 The Nomination Committee is authorised to obtain, at the company's expense, outside legal or other independent professional advice on any matters within its terms of reference.