

webisholdings^{plc}

**GROUP AUDIT RISK AND COMPLIANCE
COMMITTEE**

Terms of Reference

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1. Definitions

- 1.1 Reference to the "Committee" shall mean the Group Audit Risk & Compliance Committee.
- 1.2 Reference to the "Board" shall mean the Board of Directors of Webis Holdings PLC.
- 1.3 Reference to the "Company" shall mean Webis Holdings PLC.
- 1.4 Reference to the "Group" shall mean Webis Holdings PLC and its subsidiary companies.

2. Membership

- 2.1 Members of the Committee shall be appointed by the Board, on the recommendation of the Nomination Committee, in consultation with the Chairman of the Committee. The Committee shall be made up of at least 2 members.
- 2.2 All members of the Committee shall be non-executive directors and at least one of whom shall have recent and relevant financial experience.
- 2.3 Only members of the Committee have the right to attend Committee meetings. However other individuals may be invited by the Chairman of the Committee to attend all or part of any meeting as and when appropriate.
- 2.4 The Chairman of the Committee will invite the external auditors to attend meetings of the Committee on a regular basis.
- 2.5 Appointments to the Committee shall be for a period of up to 3 years, which may be extended by the Board for a further 3-year period (or, in exceptional circumstances, two further 3-year periods). The Board may approve annual extensions to any director who has served 3 consecutive terms.

2.6 The Board shall appoint the Chairman of the Committee who shall be a non-executive director. In the absence of the Chairman of the Committee and/or an appointed deputy, the remaining members present shall elect one of themselves to chair the meeting.

3. Secretary

3.1 The Company Secretary of the Company or his or her nominee shall act as the Secretary to 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 2 members. A duly convened meeting of the 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 Committee. Committee members may attend by telephone.

5. Frequency of Meetings

5.1 The Committee shall meet at least two times a year. These will be held to review the annual and interim financial statements.

5.2 Outside of the formal meeting programme, the Chairman of the Committee will maintain a dialogue with key individuals involved in the Company's governance.

6. Notice of Meetings

6.1 Meetings of the Committee shall be convened by the Secretary of the Committee at the request of any of its members or at the request of external auditors if they consider it necessary.

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 and any other person required to attend no later than 5 working days before the date of the meeting.

7. Minutes of Meetings

- 7.1 The Secretary shall minute the proceedings and resolutions of all meetings of the Committee, including recording the names of those present and in attendance.
- 7.2 The Secretary shall record any conflicts of interest divulged at the meeting.
- 7.3 Draft minutes of Committee meetings shall be circulated promptly to all members of the Committee. Once approved, minutes will be circulated to all other members of the Board unless in the opinion of the Chairman of the Committee it would be inappropriate to do so.

8. Annual General Meeting

- 8.1 The Chairman of the Committee shall attend the Annual General Meeting prepared to respond to any shareholder questions on the Committee's activities.

9. Duties

- 9.1 The Committee shall carry out the duties below for the Company, any non-dormant subsidiaries and the Group as a whole, as appropriate:
 - i. Financial Reporting:
 - a) Monitor the integrity of the financial statements of the Company, including annual and half-yearly reports, interim management statements, and any other formal announcement relating to financial performance, reviewing significant financial reporting issues and judgements which they contain. The Committee shall also review summary financial statements, significant financial returns to regulators and any financial information contained in certain other documents, such as announcements of price sensitive nature.
 - ii. Review and challenge where necessary:
 - a) The consistency of, and any change to, accounting policies both on a year on year basis and across the Group.
 - b) The methods used to account for significant or unusual transactions where different approaches are possible.

- c) Whether the Group has followed appropriate accounting standards and made appropriate estimates and judgements, taking into account the views of the external auditors.
 - d) The clarity and completeness of disclosure in the Group's financial report and the context in which statements are made.
 - e) All material information presented with the financial statements, such as the operating and financial review and the corporate governance statement.
 - f) Compliance with stock exchange and other legal requirements.
 - g) Where the Committee is not satisfied with any aspect of the proposed financial reporting by the Group, it shall report its views to the Board.
- iii. Internal Controls and Risk Management Systems:
- a) Keep under review the effectiveness of the Company's internal controls and risk management systems.
 - b) Review and approve the statements to be included in the annual report concerning internal controls and risk management.
 - c) Conduct an annual review of any changes to the risk policy statements.
 - d) Monitor and review the effectiveness of the Risk and Compliance function in the context of the Group's overall risk management system.
 - e) Review reports on any breaches of risk limits and the adequacy of the proposed action.
 - f) Review and assess the annual compliance plan.
 - g) Receive consolidated risk reports from the Executive Risk Committee.
- iv. Compliance, Whistle blowing and Fraud:
- a) Review the Group's arrangements for its employees to raise concerns, in confidence, about possible wrongdoing in financial reporting or other matters. The Committee shall ensure that these arrangements allow proportionate and independent investigation of such matters and appropriate follow up action.

- b) Review the Group's procedures for detecting fraud.
 - c) Review the Group's systems and controls for the prevention of bribery and receive reports on non-compliance.
 - d) Review regular reports from the Money Laundering Reporting Officer and the adequacy and effectiveness of the Group's anti-money laundering systems and controls.
- v. External Audit
- a) Consider and make recommendations to the Board, to be put to the Company for approval at the Annual General Meeting, in relation to the appointment, re-appointment and removal of the Company's external auditors.
 - b) The Committee shall oversee the selection process for new auditors and if the auditors resign the Committee shall investigate the issues leading to this and decide whether any action is required.
 - c) Oversee the relationship with the external auditors including (but not limited to):
 - d) Approval of their remuneration, whether fees for audit or non-audit services and that the level of fees is appropriate to enable an adequate audit to be conducted.
 - e) Approval of their terms of engagement, including any engagement letter issued at the start of each audit and the scope of the audit.
 - f) Assess their independence and objectivity taking into account relevant professional and regulatory requirements and the relationship with the auditors as a whole, including the provision of any non-audit services.
 - g) Satisfy itself that there are no relationships (such as family, employment, investment financial or business) between the auditors and the Group (other than in the ordinary course of business) which could adversely affect the auditors' independence and objectivity.
 - h) Agree with the Board a policy on the employment of former employees of the Company's auditors, then monitoring the implementation of this policy.

- i) Monitor the auditors' compliance with relevant ethical and professional guidance on the rotation of audit partners, the level of fees paid by the Company compared to the overall fee income of the firm, office and partner and other related requirements.
 - j) Assess annually their qualifications, expertise and resources and the effectiveness of the audit process which shall include a report from the auditors on their own internal quality procedures.
 - k) Evaluating the risks to the quality and effectiveness of the financial reporting process and consideration of the need to include the risk of the withdrawal of the Group's auditor from the market in that evaluation.
 - l) Meet regularly with the external auditors, including once at the planning stage before the audit and once after the audit at the reporting stage. The Committee shall meet the external auditors at least once a year, without management being present, to discuss their remit and any issues arising from the audit.
 - m) Review and approve the annual audit plan and ensure that it is consistent with the scope of the audit engagement, having regard to the seniority, expertise and experience of the audit team.
- vi. Review the findings of the audit with the external auditors (including but not limited to):
- a) A discussion of any major issues which arose during the audit.
 - b) Any key accounting and audit judgements.
 - c) Levels of errors identified during the audit.
 - d) The effectiveness of the audit.
 - e) Any representation letters requested by the external auditor before they are signed by management.
 - f) The management letter and management's response to the auditors' findings and recommendations.

- g) Develop and implement a policy on the supply of non-audit services by the auditors; taking into account any relevant ethical guidance on the matter.

10. Reporting Responsibilities

10.1 The Chairman of the Committee shall report formally to the Board on its proceedings after each meeting on all matters within its duties and responsibilities and shall also formally report to the Board on how it has discharged its responsibilities. This report should include:

- i. The significant issues that it considered in relation to the financial statements and how these were addressed.
- ii. Its assessment of the effectiveness of the external audit process and its recommendation on the appointment and reappointment of the external auditors.
- iii. Any other issues on which the Board has requested the Committee's opinion.

10.2 The Committee shall:

- i. Make whatever recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed.
- ii. Compile a report to shareholders on its activities to be included in the Group's Annual Report. The report should include an explanation of how the Committee has addressed the effectiveness of the external audit process, the significant issues that the Committee considered in relation to the financial statements and how these issues were addressed, having regard to matters communicated to it by the auditors and all other information requirements set out in the Quoted Companies Alliance Corporate Governance Code for Small and Mid-Size Quoted Companies.

- iii. In compiling the reports the Committee should exercise judgement in deciding which of the issues it considers in relation to the financial statements are significant, but should include at least those matters that have informed the Board's assessment of whether the Group is a going concern. The report to shareholders need not repeat information disclosed elsewhere in the annual report and accounts.
- iv. Make these Terms of Reference available to shareholders by placing them on the Company's website.

11. Other

11.1 The Committee shall:

- i. Have access to sufficient resources in order to carry out its duties, including access to the Company Secretary for assistance as required.
- ii. 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.
- iii. Give due consideration to laws and regulations and the provisions of the Quoted Companies Alliance Corporate Governance Code for Small and Mid-Size Quoted Companies and the requirements of the UK Listing Authority's Listing Rules, as appropriate.
- iv. Oversee any investigation of activities which are within its Terms of Reference and act for internal purposes as a Committee of last resort.
- v. Work and liaise as necessary with all other Board committees.
- vi. 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.

12. Authority

12.1 The Committee is authorised to:

- i. Seek any information it requires from any employee of the Group in order to perform its duties.
- ii. Obtain, at the Company's expense, outside legal or other professional advice on any matter within its Terms of Reference.
- iii. Subject to the constitutional documents of the Company to determine its own procedures. The frequency and timing of meetings will differ according to the needs of the Company. Meetings should be organised so that attendance is maximised (for example by timetabling them to coincide with Board meetings).
- iv. Have the right to publish in the Group's Annual Report details of any issues that cannot be resolved between the Committee and the Board.