

# Jupiter Fund Management plc (the “Company”) Nomination Committee - Terms of Reference

## 1. Introduction

The Nomination Committee (hereinafter the **Committee**) of the Company is established by the Board of directors of the Company (the **Board**) as a Committee of the Board with the authority, powers and duties set out in these Terms of Reference. Amendment to these Terms of Reference requires the approval of the Board.

## 2. Membership and Attendance

2.1 The Committee shall be appointed by the Board from amongst the directors of the Company (the **Directors** and each a **Director**) and shall be made up of at least three members, the majority of whom shall be independent non-executive Directors.

2.2 The Board shall appoint the Committee Chair who shall 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 their number to Chair any meeting of the Committee 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 appointment of a successor to the Chair.

In establishing the composition of the Committee, the Board will have regard to the UK Corporate Governance Code (the **Code**) and the objective of achieving best practice in corporate governance.

2.3 Only members of the Committee shall have the right to attend Committee meetings. However, other individuals such as the Chief Executive Officer of the Company, other Executive Directors the HR Director and external advisers of the Company may be invited to attend for all or part of any meeting, as and when appropriate.

## 3. Secretary and Minutes

3.1 The Company Secretary or his or her nominee shall act as the secretary of the Committee (**Secretary**).

3.2 The Secretary shall minute the proceedings and resolutions of all Committee meetings (including the names of those present and in attendance) and shall ensure the Committee is properly constituted and advised. Such minutes to be circulated to the Chair promptly and approved by the Committee. Once approved, minutes should be circulated to all other members of the Board and the Company Secretary, unless, exceptionally, it would be inappropriate to do so.

3.3 The Secretary shall ascertain, at the beginning of each meeting, the existence of any conflicts of interest and minute them accordingly.

## 4. Quorum

The quorum necessary for the transaction of business shall be two members, both of whom must be non-executive Directors. 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.

## 5. Meeting Administration

5.1 The Committee shall meet at least twice per year and at such other times as the Chair of the Committee shall require.

5.2 Meetings of the Committee shall be summoned by the Secretary at the request of any of its members.

- 5.3 Meetings of the Committee may be conducted when the members are physically present or in the form of either video or audio conferences, provided that all members participating in the meeting are able to speak to and hear each other. Decisions of the members of the Committee, can be taken by unanimous written resolution and shall be deemed to be effective when the last Committee member signs, either physically or digitally.
- 5.4 Unless otherwise agreed by all Committee members, notice of each meeting confirming the venue, time date and dial-in details (if required), together with an agenda of items to be discussed shall be forwarded to each member of the Committee, any other person required to attend as soon as practicable, and in any event no later than five working days before the date of the meeting. Supporting papers shall be sent to the Committee members and to other attendees, as appropriate, at the same time.

## **6. Duties**

- 6.1 The Committee shall, in conducting all of its duties in accordance with these Terms of Reference, act in a way it considers in good faith, would be most likely to promote the success of the Company for the benefit of its members as a whole, whilst having due regard for the likely consequences of long-term decisions and the impact on other stakeholders.
- 6.2 The Committee shall:
- 6.2.1 regularly review the structure, size and composition (including the skills, knowledge and experience and diversity) required of the Board compared to its current position and make recommendations to the Board with regard to any changes.
- 6.2.2 give full consideration to succession planning for Directors and other senior executives of the Company and oversee the development of a diverse pipeline for succession, taking into account the challenges and opportunities facing the Company, and what skills and expertise are therefore needed on the Board and among the senior executives of the Company in the future.
- 6.2.3 be responsible for identifying and nominating, for the approval of the Board, candidates to fill Board vacancies as and when they arise.
- 6.2.4 before any appointment is made by the Board, evaluate the balance of skills, knowledge, experience and diversity on the Board as well as the Board's effectiveness and, in light of this evaluation, prepare a description of the role and capabilities required for a particular appointment. In identifying suitable candidates, the Committee shall:-
- 6.2.4.1. use open advertising or the services of external advisers to facilitate the search; and
- 6.2.4.2. consider candidates from a wide range of backgrounds, on merit and against objective criteria with due regard to the benefits of diversity on the Board and whilst ensuring candidates have sufficient time to devote to the position.
- 6.2.5 keep under review the leadership needs of the Company, both executive and non-executive, with a view to ensuring the continued ability of the Company to compete effectively in the marketplace.
- 6.2.6 review the time required from non-executive Directors and their external time commitments.
- 6.2.7 ensure that on 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.
- 6.2.8 Review and recommend changes to the Board Diversity Policy for Board approval and regularly review progress against any measurable objectives the Board has set in respect of Board diversity.
- 6.3 The Committee shall also make recommendations to the Board concerning:
- 6.3.1 formulating plans for succession for both executive and non-executive Directors and in particular for the key roles of Chair and Chief Executive Officer of the Company.
- 6.3.2 suitable candidates for the role of Senior Independent Director.
- 6.3.3 membership of the Audit and Risk and Remuneration Committees, in consultation with the Chairmen of each Committee (as applicable).

- 6.3.4 the re-appointment of any non-executive 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.
- 6.3.5 the re-election by shareholders of any Director under the annual re-election provisions of the Code or the 'retirement by rotation' provisions in the Company's articles of association, having due regard to their performance and ability, and why their contribution is important to the company's long-term sustainable success in the light of the skills, experience and knowledge required and the need for progressive refreshing of the Board, taking into account the length of service of individual directors, the Chair and the Board as whole.
- 6.3.6 any matters relating to the continuation in office of any Director at any time including the suspension or termination of service of an executive Director as an employee of the Company subject to the provisions of the law and their service contract.

## **7. Reporting Responsibilities**

- 7.1 The Committee Chair shall report formally to the Board on its proceedings after each meeting on all matters within its duties and responsibilities.
- 7.2 The Committee shall make whatever recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed.
- 7.3 The Committee shall produce a report to be included in the Company's annual report about its activities, in line with applicable statutory, regulatory and governance disclosure requirements.
- 7.4 The Committee Chair shall attend the annual general meeting of the Company and be prepared to respond to any shareholder questions on the activities of the Committee. In addition the Committee Chair should seek engagement with shareholders on significant matters related to the Committee's areas of responsibility.
- 7.5 The Committee shall make available to shareholders these Terms of Reference by placing them on the Company's website and/or providing a copy to shareholders on request.

## **8. Other Matters**

The Committee shall, at least once a year, review its own performance, constitution and these Terms of Reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the Board for approval.

## **9. Authority**

The Committee is authorised by the Board to:

- 9.1 Investigate and undertake any activity within its terms of reference.
- 9.2 Seek any information that it properly requires from any employee in order to perform its duties and all employees of the Group are directed to co-operate with any request made by the Committee.
- 9.3 Obtain, at the Company's expense, outside legal or other professional advice on any matter within its terms of reference and to invite those persons to attend meetings of the Committee.
- 9.4 Call any employee to be questioned at a meeting of the Committee as and when required.

## **10. Procedure**

Subject to the constitutional documents of the Company, the Committee shall determine its own procedures.

13 December 2023