

SUSTAINABILITY STEERING COMMITTEE CHARTER



The Sustainability Steering Committee (“the Committee”) is a committee of the Managing Director & CEO, members of the Executive Leadership team (“ELT”) and employees of Regis Healthcare. This charter sets out the responsibilities of the Committee and the Committee’s objectives, authority, responsibilities, composition and operation.

OBJECTIVES

- The Committee is charged with advising Regis leadership on matters pertaining to the organisation’s sustainability initiatives and performance.
- Sustainability encompasses how Regis conducts its business, now and in the future, including a commitment to the community, minimising the company’s impact on the environment, and maintaining Regis’ reputation as one of Australia’s leading aged care providers.

AUTHORITY

- The Committee is authorised to perform activities within the scope of the responsibilities set out in this document and to make appropriate recommendations to the ELT.
- The Committee will have access to Regis’ senior management and company records as required.

RESPONSIBILITIES

The Committee has the following responsibilities:

Overall

- Contribute to the development of sustainability initiatives
- Seek input from and represent divisional employees
- Advise on proposed sustainability initiatives as they relate to operational requirements
- Promote sustainability-related developments and initiatives through their divisional areas
- Monitor implementation of sustainability initiatives in their divisional areas and provide advice, feedback and/or recommendations to the Committee about such initiatives
- Regularly attend meetings of the Committee.

Community

- Monitor Regis’ activities and giving programs to ensure they are directed towards opportunities for the development and well-being of Regis’ employees, our residents and their families, and the communities in which we operate.

Environment

- Review the effectiveness of Regis’ policies and initiatives designed to ensure environmental sustainability and the minimisation of the company’s impact on the environment.

Reporting

- Review and recommend to the Board for approval, the annual Sustainability Report.

COMPOSITION

- The Committee will represent the stakeholder groups across the regions to provide the greatest diversity of opinion.
- The Committee will comprise a minimum of nine members including:
 - **Managing Director & CEO** (Co-Sponsor)
 - **Chief Financial Officer** (Co-Sponsor)
 - **General Manager, Property** (Co-Sponsor)

- **National Sustainability Manager** (Chair)
- **National Manager, Operation Support**
- **Marketing & Communications Manager**
- **Regional/Operations Manager** x 2
- **Facility Manager** x 1
- **Guest Members**

- The composition of the Committee will be reviewed annually by the Committee Co-Sponsors and Chair to ensure an appropriate balance of expertise, skills and experience.

MEETINGS

- The Committee will meet four times a year and at such additional times as the Committee Chair or any member of the Committee may request.
- Commencement date is 19 October 2018.
- The duration of Committee meetings will range from 60-75 minutes.
- Where the Chair is absent from a Committee meeting, a Chair for the meeting will be appointed by the present members of the Committee.
- Other executives and employees may be invited by the Chair of the Committee to attend part or all of any meeting.
- A quorum for a Committee meeting will be a majority of Committee members.
- The agenda of Committee meetings will be determined by the Chair and through input from Members.
- The agenda together with relevant documents for Committee consideration will be forwarded by the Chair to Members no later than one week prior to meetings.
- Copies of Committee papers and reports, together with minutes of each Committee meeting, will be circulated to all members.

REVIEW

- The Committee will conduct an annual review of its performance and effectiveness by reference to this Charter and current best practice.
- This review process will include a review of the terms of this Charter.
- The Committee must refer any recommended changes for decision to the ELT.

Approver’s name and title:

Ross Johnston <i>Managing Director & Chief Executive Officer</i>	David Noonan <i>Chief Financial Officer</i>	Michael Horwood <i>Executive General Manager, Property</i>
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Effective date: 19 October 2018

Review date: 19 October 2018

Next review date: 19 October 2019