

# Delivering real outcomes

Corporate Governance Statement 2023



## Corporate Governance Statement

Regis Healthcare Limited (**Regis**) has adopted the 4th edition of the ASX Corporate Governance Principles and Recommendations (**the ASX Principles and Recommendations**).

As required by the ASX Listing Rules, this Statement discloses the extent to which Regis has followed the ASX Principles and Recommendations. Except where otherwise explained, Regis has followed the ASX Principles and Recommendations during the reporting period. This Statement should be read in conjunction with the information on our website (www.regis.com.au) including the 2023 Annual Report. This Statement is current as at 24 August 2023 and has been approved by the Regis Board.

The Board has established a framework for managing Regis, including adopting relevant internal controls, risk management processes and corporate governance policies and practices that it believes are appropriate for Regis' business and that are designed to promote the responsible management and conduct of Regis. Regis is implementing aged care governance reforms.

The key policies and practices adopted by Regis are summarised in this document.

# Board and Management

#### **Roles and responsibilities**

The Board monitors the operational and financial position, workforce and performance of Regis and oversees its business strategy including approving the strategic objectives, plans and budgets.

In conducting Regis' operations the Board seeks to ensure that Regis is properly managed to meet our quality of care objectives for our residents and clients and protect and enhance Shareholder interests, and that Regis, its Directors, Officers and personnel operate in an appropriate environment of corporate governance.

The Board has adopted a formal <u>Board</u> <u>Charter</u> that details the Board's role, authority, responsibilities, membership and operations, and is available on our website.

The Charter sets out the matters specifically reserved to the Board and the powers delegated to Board Committees.

The Board delegates the responsibility for the day-to-day management of Regis to the Managing Director/CEO, but retains responsibility for the overall strategy, governance and performance of Regis.

The delegation to the Managing Director/ CEO is governed by a formal Delegation of Authority Policy (DOA Policy) approved by the Board and sets out the matters reserved for determination by the Board and those matters delegated to management, cascading by position and scope of delegation from the Managing Director/CEO down to less senior managers. The policy also includes scope for temporary and standing sub-delegations, subject to Managing Director/CEO approval.

Under the DOA Policy, the Board may impose limits on the conduct of the Managing Director/CEO and other managers in exercising their authority, and may change the authorities it has delegated to the Managing Director/ CEO at any time.

The DOA Policy framework is designed to ensure that:

- decisions are made by the right people within Regis;
- there is clarity for holders of delegated authority;
- business decisions are made in a timely fashion;
- people are not making decisions beyond their power; and
- there is accountability for decision-making.

## Board appointment and composition

The nomination function is part of the Board's responsibilities. The Board is responsible for selecting and appointing Directors. Before the Board appoints a new Director, or puts forward a candidate for election to the Board, it ensures that appropriate background checks are undertaken where necessary. An election of Directors occurs at each Annual General Meeting of the Company and we provide our Shareholders with all material information in our possession that is relevant to their decision on whether or not to elect or re-elect a Director. This information is provided through a number of channels, including the Notice of Meeting for the Annual General Meeting, the Director's biography and other information contained in the Annual Report and presentations to the Annual General Meeting by candidates prior to the election taking place.

Upon appointment, each Director receives a letter of appointment which sets out the formal terms of their appointment, including a deed of indemnity, insurance and access.

Following appointment, as part of their induction, Directors meet with the Managing Director/ CEO and other Regis Executives where they are briefed on the Company's vision, values, strategy, financials, and governance frameworks. Induction to Regis also includes site visits to our residential aged care homes, home care and Commonwealth Home Support Program offices and retirement villages. Directors are also able to attend ongoing professional development and training programs to enable them to develop and maintain their skills and knowledge.

#### Board skills and experience

The Board's objective is to have an appropriate mix of experience and expertise on the Board and Committees so that the Board is able to effectively discharge its corporate governance and oversight responsibilities.

The Board considers that collectively the Directors have the range of skills, knowledge and experience necessary to direct the Company.

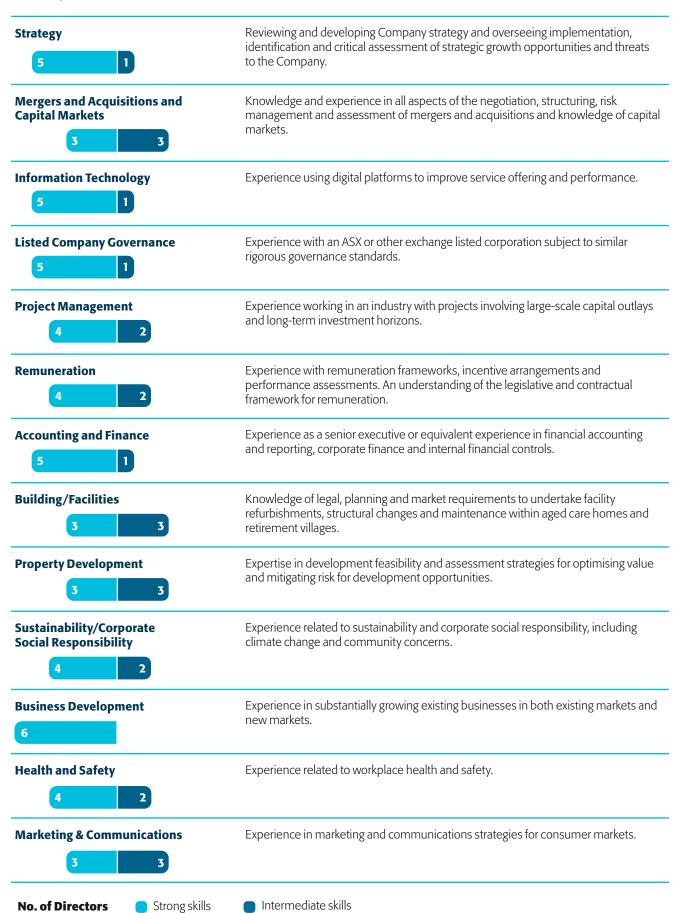
During FY23, the Board reviewed the Board Skills Matrix. In doing so, the Board identified that the Board has the skills and experience outlined in Table 1: Skill/Experience below. Each Director was asked to rate their level of competence in each skill/experience area. Table 1: Skill/ Experience illustrates the number of Directors who have 'strong' or 'intermediate' skills/experience in each category.

The full biographies of all Directors are included in the Directors' Report in the Annual Report and are available on Regis' website.

#### Table 1: Skill/Experience

Leadership and Culture	Sustained success at CEO or other senior executive leadership level. Experience in developing the right corporate culture to build trust and confidence throughout all levels of the Company thereby protecting and enhancing the Company's reputation.					
Human Resources	Experience in managing people, including the ability to appoint and evaluate the CEO and senior executives, and succession planning for key executives. Familiarity in labour relations, employment legislation, recruitment, compensation, performance reviews and conflict management.					
Experience on other Boards	Current or former experience on other Boards, both ASX Listed and non-listed.					
Aged/Healthcare	Experience in the industry, including having an understanding of market drivers, risk and trends including policies, competitors, end users, regulatory policy and framework.					
Clinical Governance	Experience in clinical governance, including having a broad understanding of clinical systems, policies and frameworks to ensure safe and effective clinical and personal care.					
Public/ Government relations 5 1	Experience in liaising with government and regulators, and dealing with public and regulatory policy.					
Stakeholder Management	Experience in engaging with the community and stakeholders.					
Risk and Compliance Management	Setting of risk appetite and building and adapting a Company's risk culture. Implementing compliance systems, processes and frameworks. Assessing the effectiveness of senior management, and measurement systems.					
No. of Directors OStrong skills	Intermediate skills					

Skill/Experience



#### Performance reviews

The Board is committed to formally evaluating its performance, the performance of its Committees and individual Directors, as well as the governance processes supporting the Board. The Board undertook a formal review of Board, Committee and Director performance in FY23.

#### Independence of the Board

The Board has formally adopted guidelines in relation to the criteria for independence of Directors.

Under these guidelines, a Director will not be considered to be 'independent' if he/she:

- is, or has been, employed in an executive capacity by the Regis group and there has not been a period of at least three years between ceasing such employment and serving on the Board;
- receives performance-based remuneration (including options or performance rights) from, or participates in an employee incentive scheme of, the Company;
- is, or has been within the last three years, in a material business relationship (e.g. as a supplier, professional adviser, consultant or customer) with the Regis group, or is an officer of, or otherwise associated with, someone with such a relationship;
- is, represents, or is or has been within the last three years an officer or employee of, or professional adviser to, a substantial shareholder;
- has close personal ties with any person who falls within any of the categories described above; or
- has been a director of the Company for such a period that their independence from management and substantial Shareholders may have been compromised.

Notwithstanding the above, the Board may determine that a Director is independent if the Board is of the view that the interest, position or relationship in question is not material and will not interfere with the Director's capacity to bring an independent judgement to bear on issues before the Board and to act in the best interests of the Company as a whole rather than in the interests of an individual shareholder or other party.

The Board considers the materiality of the Directors' interests, position, association or relationship for the purposes of determining 'independence' on a case by case basis, having regard to both quantitative and qualitative principles.

Without limiting the Board's discretion in this regard, the Board has adopted the following guidelines:

- The Board will determine the appropriate base to apply (e.g. revenue, equity or expenses), in the context of each situation.
- In general, the Board will consider a holding of 5% or more of Regis' shares to be material.
- In general, the Board will consider an affiliation with a business which accounts for less than 5% of the relevant base to be immaterial for the purposes of determining independence. However, where this threshold is exceeded, the materiality of the particular circumstance with respect to the independence of the particular Director should be reviewed by the Board.

The Board reviews the independence of each Director in light of interests disclosed to the Board.

The composition of the Board does not currently satisfy the ASX Corporate Governance recommendation that a majority of Directors should be independent. The Board considers that three of the six directors are currently independent, non-executive Directors, namely Graham Hodges, Christine Bennett and Sally Freeman. The Board, the Audit, Risk and Compliance Committee, the People and Remuneration Committee, and the Clinical Governance and Care Committee are each chaired by independent directors. The Board is in the process of appointing an additional independent non-executive Director in 2023 to return to a majority of independent Directors.

Biographies for each of the Directors in office during the year, including their expertise, qualifications and length of service are set out in the 2023 Annual Report.

#### **Company Secretary**

The Company Secretary is appointed by the Managing Director/CEO following interview with the Chairman and one other Director. The Company Secretary is accountable to the Board through the Chairman on all matters regarding the proper functioning of the Board. This includes assisting the Board and its committees with meetings and Directors' duties, advising the Board on corporate governance matters and acting as an interface between the Board and the executive team.

The roles of the Company Secretary are set out in the Board Charter.

Details regarding the Company Secretary, Malcolm Ross, including his expertise and qualifications, are set out in the 2023 Annual Report.

#### **Executives**

All Executives of Regis are appointed by the Managing Director/CEO.

Each Executive is subject to target performance levels which are set at the beginning of the year and assessed annually. These performance targets are formulated annually by the Managing Director/CEO and reviewed and approved by the Board following review and recommendation by the People and Remuneration Committee.

The performance of Executives is evaluated annually against these performance targets and reviewed by the People and Remuneration Committee. A performance evaluation of Executives was undertaken during the reporting period in accordance with this process.

#### Remuneration

Information regarding the remuneration framework for Regis' Directors and Executive KMP and Regis' policies and practices in relation to performance based remuneration is set out in the Remuneration Report in the 2023 Directors' Report. The Company's executive remuneration framework aims to ensure that reward for performance is competitive and appropriate for the results delivered. The framework aligns executive remuneration with achievement of strategic objectives, the provision of quality care and services to residents and clients and the creation of value for Shareholders.

To maintain Director independence, the remuneration of Non-Executive Directors is not linked to Regis performance and is comprised solely of Directors' fees (including superannuation).

#### **Board Committees**

The Board recognises the importance of an appropriate committee structure to assist the efficient and effective operation of the Board.

At the date of this Statement, the Board has four committees, namely:

- Audit, Risk and Compliance Committee
- People and Remuneration Committee
- Clinical Governance and Care Committee
- Property Committee

Each Committee has adopted a formal Board approved Charter that defines its role, authority, responsibilities, membership and operations. Committee Charters are reviewed annually and are available on our website.

Since 2018, Regis no longer has a Nomination Committee. The full Board is responsible for:

- Board succession planning, nomination and remuneration of the Non-Executive Directors; and
- Endorsement of Non-Executive Directors for election and reelection to ensure the Board has the appropriate balance of skills, knowledge, experience, independence and diversity to enable it to discharge its duties and responsibilities effectively.

All Directors have a standing invitation to attend Committee meetings unless that Director is excluded due to a potential or real conflict. Other non-committee members, including members of management, may attend meetings of the Committee by invitation of the Committee Chairman and frequently do so. The Chairman of each Committee reports to the Board meeting following each Committee meeting on matters relevant to the Committee's role and responsibilities and the minutes of each meeting are made available to the full Board unless a Director is otherwise excluded due to a potential or real conflict.

Details of the number of Board and Committee meetings held from the beginning of FY23 and attendance by Directors as members are as follows:

#### Directors' meetings

Details of the number of Board and Committee meetings held during the financial year ended 30 June 2023 and attendance by Directors as members are as follows:

	Directors' Meetings		Audit, Risk and Compliance Committee		People and Remuneration Committee		Clinical Governance and Care Committee		Property Committee	
	Held	<b>Attended</b> <sup>1</sup>	Held	Attended	Held	Attended <sup>1</sup>	Held	Attended	Held	Attended <sup>1</sup>
L Mellors	16	16							4	4
C Bennett	16	16	4	4	-	-	6	6	4	4
B Dorman	16	16	4	3	-	-	6	6	-	-
S Freeman	16	16	4	4	5	5	6	6	-	-
G Hodges	16	16	4	4	5	5	-	-	-	-
I Roberts	16	16	-	-	5	5	-	-	4	4

[1] Directors who are not formally members of Committees having a standing invitation to attend, and frequently do so.

#### Audit, Risk and Compliance Committee

Members of the Audit, Risk and Compliance Committee during the FY23 were:

- Sally Freeman (Chair)
- Graham Hodges (Member)
- Bryan Dorman (Member)
- Christine Bennett (Member)

The Audit, Risk and Compliance Committee is responsible for assisting the Board to carry out its accounting, auditing and financial reporting and risk management responsibilities.

The Committee's Charter provides that the Committee must comprise only Non-Executive Directors, a majority of independent Directors, a minimum of three Directors and an independent Chairman who is not Chairman of the Board.

All Directors have a standing invitation to attend Committee meetings. Other non-Committee members, including members of management, external and internal auditors, may attend meetings of the Committee by invitation of the Committee Chairman.

Further details regarding the risk management function of this Committee are provided on the following page.

#### People and Remuneration Committee

The People and Remuneration Committee is responsible for overseeing matters relating to employee engagement, talent management, employee relations strategies, organisational culture, diversity and inclusion, succession planning and remuneration of the Managing Director/ CEO and Executives reporting to the Managing Director/CEO.

The Committee's Charter provides that the Committee must consist of only Non-Executive Directors, a majority of independent Directors, a minimum of three Directors, and an independent Director as Chairman.

The members of the Committee during FY23 were:

- Graham Hodges (Chair)
- Sally Freeman (Member)
- Ian Roberts (Member)

#### Clinical Governance and Care Committee

The Clinical Governance and Care Committee is responsible for overseeing best practice, evidence based and effective clinical governance, clinical and personal care and practice, quality and improvement policies and frameworks within the Company. The Committee's Charter requires that the Committee provide a leadership role in overseeing that there is a robust and consistent approach in ensuring the delivery of personal, safe, effective and integrated care and services (RegisCare) for every resident and client every time.

The members of the Committee during FY23 were:

- Christine Bennett (Chair)
- Bryan Dorman (Member)
- Sally Freeman (Member)

#### **Property Committee**

The key responsibilities of the Property Committee are to:

- Provide guidance in relation to strategy and planning for property development and the acquisition and disposal of real estate assets.
- Ensure the Company's property development activities create value for shareholders and are well governed having regard to time and cost management and delivery of a product which delivers operational and service excellence and meets all legislative requirements.
- Provide oversight and assurance that the Company has design standards in place to ensure new developments are contemporary and fit for purpose.

The members of the Committee during FY23 were:

- Ian Roberts (Chair)
- Christine Bennett (Member)
- Linda Mellors (Member)



# Corporate reporting and risk management

#### Chief Executive Officer and Chief Financial Officer Declaration

Prior to the approval of the 2023 full year financial results by the Board, the Managing Director/CEO and Chief Financial Officer provided a declaration to the Board that, in their opinions, the financial records have been properly maintained and that the financial statements comply with the appropriate accounting standards and give a true and fair view of the financial position and performance of the Company, and this opinion has been formed on the basis of a sound system of risk management and internal control which is operating effectively.

#### **External auditor**

The Company's external auditor is Ernst & Young. Ernst & Young is supplied with papers and minutes from each Audit, Risk and Compliance Committee meeting and attends all Audit, Risk and Compliance Committee meetings. Ernst & Young representatives are also available to all Audit, Risk and Compliance Committee members.

A representative from Ernst & Young attends the Annual General Meeting each year to answer questions from Shareholders in relation to the audit of the Regis accounts. Ernst & Young's Independence Declaration is contained in the Directors' Report in the 2023 Annual Report.

#### Internal audit

The Company had an outsourced internal audit function during the reporting period delivered by Deloitte. The function evaluated and improved the effectiveness of the Company's risk management and internal control processes. Oversight of this function is provided by the Company's Chief Financial Officer, with regular reports to the Audit, Risk and Compliance Committee.

#### Verification of integrity of unaudited periodic corporate reports

The Board has endorsed a Verification of Unaudited Periodic Corporate Reporting Policy (**Verification Policy**). The Verification Policy:

- demonstrates Regis' commitment to ensuring the integrity, accuracy and completeness of its corporate reporting; and
- provides for all Unaudited Periodic Corporate Reports to be verified by an Executive owner prior to the Periodic Corporate Report being released.

#### **Risk management**

The Regis Healthcare Risk Management Policy and Framework is approved by the Board. The Risk Management Framework provides for a review of enterprise risks by the Executive team annually and reports to the Audit, Risk and Compliance Committee.

These risks are managed under the Risk Management Policy and Risk Management Framework approved by the Board under which:

- Executive risk owners are responsible for documenting existing controls, proposed mitigating actions and residual risk ratings in accordance with the Risk Management framework;
- risk treatments of high and extreme risks and details of new or previously unrecognised risks identified by management are reviewed by the Audit, Risk and Compliance Committee; and
- the entity is operating with due regard to the risk appetite set by the Board.

During FY23 the Audit, Risk and Compliance Committee reviewed the Risk Management Framework and the Risk Appetite Statement and approved updates to the Enterprise Risk Register.

## Responsible and ethical behaviour

## Core values and Code of Conduct

The Board is committed to a high level of integrity and ethical standards in all business practices.

Accordingly, the Board has adopted a formal Code of Conduct which reflects Regis' values of integrity, honesty and respect. The Code outlines how Regis expects its representatives to behave and conduct business in the workplace and includes legal compliance and guidelines on appropriate ethical standards. All Regis workers (including temporary employees, contractors, Executives) and Directors must comply with the Code of Conduct.

Regis' core values are set out in Regis' Code of Conduct (the 'Regis Way') which explains the values and expectations of Regis workers and Directors. The Regis Values are:

#### Optimism

We are enthusiastic about what we do

#### Integrity

We act in a professional and ethical manner at all times

A copy of the Code is available on the <u>website</u>.

The Company also complies with the Code of Conduct for Aged Care which was introduced on 1 December 2022 by the Australian Government following recommendations of the Royal Commission into Aged Care Quality and Safety. The Code describes the behaviours expected of aged care providers, their governing persons (e.g. Board members and Chief Executive Officer) and aged care workers and aims to improve safety and wellbeing for people receiving aged care.

#### Anti-Bribery and Corruption Policy

Regis has a zero tolerance position in relation to bribery and corruption. Accordingly, the Board has adopted an Anti-bribery and Corruption Policy.

A copy of the <u>Policy</u> is available on the website.

Any substantiated material breaches of this policy, as determined by the Company Secretary or the relevant Executive General Manager, will be reported to the Chairman of the Board, Chairman of the Audit, Risk and Compliance Committee and the Managing Director/CEO.

#### Whistleblower reporting

Employees are encouraged to report unlawful or unethical conduct under the Company's Whistleblower Protection Policy to the Company Secretary or the Company's independent reporting hotline.

A copy of the <u>Policy</u> is available on the website.

The Company Secretary reports to the Board at each formal Board meeting (or more frequently if necessary) in relation to all whistleblower reports.

#### Passion

We make a positive difference every day

#### Respect

We listen, we are polite and treat every person with courtesy

#### **Consumer reporting**

As part of our commitment to residents and clients, Regis has an independent reporting line for residents and clients and their families to provide feedback and report any concerns in relation to the care and services provided.

Further information on how feedback can be provided and how this is used to improve what we do is available <u>here</u>.

#### **Continuous Disclosure Policy**

Regis places a high priority on communication with Shareholders and is aware of its obligations under the Corporations Act and the ASX Listing Rules, to keep the market fully informed of any information concerning the Company that is not generally available and that a reasonable person would expect to have a material effect on the price or value of the Company's securities.

Regis has adopted a Continuous Disclosure Policy that establishes procedures to ensure that Directors and senior management are aware of and fulfil their obligations in relation to the timely disclosure of material pricesensitive information.

A copy of the Policy is available <u>here</u>.

Regis ensures that Directors receive copies of all market announcements promptly after they have been made. A copy of any new and substantive investor or analyst presentation material is released on the ASX Market Announcements Platform prior to the presentation.

#### **Dealing in Securities**

Regis has adopted a Policy for Dealing in Securities which sets out the types of conduct in dealings in securities that are prohibited under the *Corporations Act* and establishes a best practice procedure for the trading of securities that protects the Company and Directors and employees against the misuse of unpublished information that could materially affect the value of securities. The Policy applies to all Directors, Officers and Executives of Regis and its related bodies corporate together with the connected persons of Directors, Officers, Executives and designated employees.

A copy of the Policy is available <u>here</u>.

#### **Diversity**

The Board has formally approved a Diversity Policy in order to maintain the representation of women in management positions and on the Board, and to actively facilitate a more diverse and representative management and leadership structure.

In September 2020, the Board formally approved the following objectives under the Diversity Policy which were carried forward into FY23:

- 1. To maintain balanced representation of women and men in management positions and Board level.
- 2. Gender equity in remuneration for like roles.
- 3. Support employees experiencing domestic and family violence.

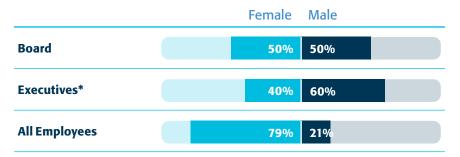
- 4. Achieve a more diverse and representative management and leadership structure.
- 5. Promote a diverse and inclusive workplace through inclusive recruitment and employment strategies.

A summary of the Company's progress towards achieving the measurable objectives set out under the Diversity Policy and details of the measurable objectives set under the Diversity Policy for the next financial year are contained in the 2023 Annual Report.

A copy of the Diversity Policy is available <u>here</u>.

The following table sets out the proportions of men and women on the Board, in Executive positions and across the whole group as at the end of the reporting period.

The Company's most recent "Gender Equality Indicators" under the *Workplace Gender Equality Act* are available <u>here</u>.



\*Executive Leadership Team excluding Managing Director/CEO

#### Sustainability

Sustainability is the integration of environmental, social and governance (ESG) factors into the Company's decision making to create short and longterm Shareholder value. During FY23 Regis partnered with external consultants to develop a strategic framework for its ESG program. The Company's commitment to ESG exists at the highest level of management, with the Property Committee overseeing Regis' ESG program.

Regis sustainability initiatives are included in the 2023 Annual Report.

The five key pillars of Regis' sustainability program going forward include:



Caring for the Environment	Caring for our Local Communities	Caring for our People	Caring for Regis	Caring for Society
We aim to minmise our environmental footprint to preserve and regenerate our shared natural world for future generations	We prioritise putting our local communities first for positive economic impact	We commit to maintaining our Culture of Care for our Residents and our Clients while extending it to our People, our Care Partners, our Community and our Shareholders	We hold ourselves to the highest standards in behavioiur, ethics and operatiosn to continue delivering a prosperous organisation	We advocate for systemic improvements and reform in aged care ensuring viable and quality access for now and into the future

The Company's risk management processes have considered ESG risk in the areas of:

- Quality of care and clinical service delivery
- Workplace Health and Safety
- Staff recruitment and retention
- Corporate governance
- Aged care regulatory framework, compliance and funding
- COVID-19
- Business continuity, including Information Technology and Cyber Security

These risks are managed in accordance with the Risk Management Policy and Risk Management Framework. Key business risks are further set out under the Operating and Financial Review section of the 2023 Annual Report.

## Communications with Shareholders

The Company is committed to ensuring that Shareholders are kept informed of all major developments affecting the state of affairs of the Company.

In addition to the Company's continuous disclosure obligations, the Company recognises that current and potential investors wish to access information about the Company from time to time. To this end the Company has an active investor relations program managed to facilitate two-way communication with investors. Under this program the Company communicates information regularly to Shareholders and other stakeholders through a range of forums and publications, including:

- Half-year results announcement
- Full-year results announcement
- Annual General Meeting (AGM)
- Annual Report
- ASX announcements
- Regis' website at regis.com.au

All ASX announcements are posted on the Regis website as soon as practicable following the release by the ASX. The website also contains a facility for Shareholders to direct queries to the Company. The Shareholders of the Company are responsible for voting on the election of Directors at the AGM in accordance with the Constitution. All Directors (other than the Managing Director/CEO) are subject to re-election by rotation, no less than every three years. The AGM also provides Shareholders with the opportunity to express their views on matters concerning the Company and to vote on other items of business for resolution by Shareholders. All substantive resolutions are decided by a poll rather than by a show of hands.

Shareholders are also able to communicate with Directors and Executives at the Annual General Meeting which is held at a time and format to maximise the opportunity for Shareholders to attend and participate in meetings. Regis makes use of a live audiocast for its AGM and following the meeting makes an archived audiocast available on the Company's website. Shareholders are given the option to, and are encouraged to, receive communications from, and send communications to, Regis' security registry electronically.

Regis holds briefings with investors and analysts throughout the year around financial results and other significant announcements. Regis lodges all presentation materials with the ASX prior to the presentation commencing if it contains new material information.

regis

regis.com.au