



Board **Charter**

DICKER
D A T A

Board Charter

1. Introduction

This Charter sets out the roles and responsibilities of the Board, identifies responsibilities that are delegated to committees of the Board or to management, the framework for the operation of the Board as well as the membership of the Board.

2. Definitions

- (1) **ASX** means the Australian Securities Exchange;
- (2) **Board** means the board of directors of Dicker Data Limited;
- (3) **Board Committees** means any committees established by the Board from time to time;
- (4) **Chairman** means the chair of the Board;
- (5) **Chief Executive Officer** or **CEO** means the Chief Executive Officer of Dicker Data (or equivalent);
- (6) **Chief Financial Officer** means the Chief Financial Officer of Dicker Data (or equivalent);
- (7) **Company** means Dicker Data Limited ABN 95 000 969 362; and
- (8) **Senior Executives** refers to the senior management team as distinct from the Board, being those who have the opportunity to materially influence the integrity, strategy and operation of Dicker Data and its financial performance and includes, as the context requires, the executive directors, the Chief Financial Officer/Company Secretary, and the general managers of Dicker Data.

3. Role and Responsibilities of the Board

3.1 Role of the Board

The role of the Board is to provide overall strategic guidance for the Company and effective oversight of management. The Board ensures that the activities of the Company comply with its constitution, from which the Board derives its authority to act, and with legal and regulatory requirements.

3.2 Responsibilities of the Board

To achieve this role, the Board has reserved to itself the following specific responsibilities.

- (1) approving the strategic objectives of the Company and establishing goals to promote their achievement;
- (2) monitoring the operational and financial position and performance of the Company;
- (3) ensuring the directors inform themselves of the Company's business and financial status;
- (4) establishing investment criteria including acquisitions and divestments, approving investments, and implementing ongoing evaluations of investments against such criteria;
- (5) approving and monitoring the progress of major capital expenditure, capital management and major acquisitions and divestitures;
- (6) providing oversight of the Company, including its control and accountability systems;
- (7) considering and approving the Company's budgets;
- (8) establishing written policies on compliance, risk oversight and management;
- (9) reviewing and ratifying and monitoring systems of risk management and internal compliance and control, codes of conduct and legal compliance, in conjunction with the Board Committees (if any), and ensuring they are operating effectively;
- (10) appointing and removing the Chief Executive Officer, monitoring performance and approving remuneration of the Chief Executive Officer and the remuneration policy and succession plans for the Chief Executive Officer, where applicable and appropriate;
- (11) ratifying the appointment and, where appropriate or applicable, the Secretary;
- (12) ensuring that business risks facing the Company are, where possible, identified and that appropriate monitoring and reporting internal controls are in place to manage such risks;
- (13) approving and monitoring financial and other reporting and disclosure;
- (14) determining the dividend policy of the Company and declaring dividends;

- (15) ensuring the Company complies with its responsibilities under the Corporations Act, the Company's constitution, the ASX Listing Rules and other relevant laws;
- (16) exercising due care and diligence and sound business judgment in the performance of those functions and responsibilities;
- (17) ensuring appropriate resources are available to Senior Executives;
- (18) promoting effective communication with shareholders, including convening shareholders' meetings, listening and responding to shareholders views of management and of the Company;
- (19) reporting to shareholders and compliance with relevant regulatory requirements.
- (20) establishing and monitoring policies governing the Company's relationship with other stakeholders and the broader community.
- (21) establishing and maintaining environmental, employment and occupational, health and safety policies and other regulatory and statutory requirements
- (22) actively promoting ethical and responsible decision-making
- (23) establishing and maintaining a code of conduct to guide its directors and management in the practices necessary to maintain confidence in the Company's integrity
- (24) the system of accountability for unethical practices
- (25) establishing and maintaining a diversity policy to outline the Company's commitment to diversity and inclusion in the workplace, and set out a framework to achieve these diversity goals

4. Composition of the Board

4.1 Size

The Board will be comprised of a minimum of three and a maximum of ten directors. This number may be changed to reflect the Company's needs and circumstances from time to time but there must be a minimum of three directors at all times.

4.2 Independent directors

All directors, whether independent or not, should bring an independent judgement to bear on Board decisions.

An independent director is a non-executive director who is not a member of management and who is free of any business or other relationship that could materially interfere with – or could reasonably be perceived to materially interfere with – the independent exercise of their judgement.

In determining whether a non-executive director is considered by the Board to be independent, the following relationships affecting independence will be taken into account:

- (1) whether the director is a substantial shareholder of the Company or an officer of, or otherwise associated directly with a substantial shareholder of the Company (as defined in section 9 of the *Corporations Act*);
- (2) whether the director is employed or has been employed in an executive capacity by the Company or another group member and there has not been a period of at least three years between ceasing such employment and serving on the board;
- (3) whether the director is or has been, within the last three years, a principal of a material professional adviser or a material consultant to the Company or another group member, or an employee materially associated with the service provided;
- (4) whether the director is or has been within the previous three years been employed by, or a partner in, any firm that in the past three years has been the Company's external auditors;
- (5) whether the director is a material supplier or customer of the Company or an other group member, or an officer of or otherwise associated, directly or indirectly, with a material supplier or customer;
- (6) whether the director has a material contractual relationship with the Company or another group member other than as a director of the Company; and
- (7) whether the director is free from any interest and any business or other relationship which could materially interfere with the director's ability to act in the best interests of the Company;
- (8) has close family ties with any person who falls into any of the categories described above; or
- (9) has been a director of the entity for such a period that independence may have been compromised.

Directors considered by the Board to be independent should be identified as such in the corporate governance statement. The Board should state its reasons if it considers a director to be independent, notwithstanding the existence of relationships set out above, and the corporate governance statement should disclose the existence of any such relationships.

The Board will regularly assess whether each non-executive director is considered to be independent and formally document independence against the above criteria on an annual basis. Information relevant to this assessment must be provided to the Board by each non-executive director. Should a director's independent status change, this should be disclosed and explained in a timely manner to the market.

4.3 Expertise

The Board shall ensure that, collectively, it has the appropriate range of skills and expertise to properly fulfil its responsibilities, including:

- (1) accounting;
- (2) finance;
- (3) business;
- (4) The Company's industry;
- (5) Chief Executive Officer-level experience; and
- (6) relevant technical expertise.

The Board shall review the range of expertise of its members on a regular basis and ensure that it has operational and technical expertise relevant to the operation of the Company.

5. Appointment of Directors

Directors are appointed in accordance with the terms of the Company's constitution.

Subject to the number of directors allowed under the Company's constitution, a director may be appointed by an ordinary resolution of the Company in general meeting. In the situation of a vacancy occurring between such elections, the Board may appoint a replacement director. Such director will only hold office until the next annual general meeting of the Company and then may stand for re-election as a director.

The terms and conditions of the appointment and retirement of members of the Board will be set out in a formal letter of appointment, which shall include the following matters:

- (1) the term of the appointment, subject to member approval;
- (2) time commitments envisaged;

- (3) the powers and duties of directors;
- (4) any special duties or arrangements attaching to the position;
- (5) circumstances in which an office of director becomes vacant;
- (6) expectations regarding involvement with committee work;
- (7) remuneration, including superannuation and expenses;
- (8) superannuation arrangements;
- (9) the requirement to disclose directors' interests and any matters which affect the director's independence;
- (10) fellow directors;
- (11) trading policy governing dealings in securities (including any share qualifications) and related financial instruments by directors, including notification requirements;
- (12) induction training and continuing education arrangements;
- (13) Board policy on access to independent professional advice;
- (14) indemnity and insurance arrangements;
- (15) confidentiality and rights of access to corporate information;
- (16) a copy of the Company's constitution; and
- (17) organisational chart of management structure.

6. Remuneration, appointment and removal

6.1 Election of Board

In nominating the board, issues to be considered as part of the process include:

- (1) Director competencies – in order to be able to discharge its mandate effectively the board should comprise directors possessing an appropriate range of skills and expertise. An evaluation of the range of skills, experience and expertise on the board is important when considering new candidates for nomination or appointment.
- (2) Undertaking appropriate checks before appointing a person, or putting forward to shareholders a candidate for election, as a director
- (3) Board renewal – Board renewal is critical to performance, and directors should be conscious of the duration of each director's tenure in succession planning.

- (4) Composition and commitment of the board – the board should be of a size and composition that is conducive to making appropriate decisions. The board should be large enough to incorporate a variety of perspectives and skills and to represent the best interests of the company as a whole rather than of individual shareholders or interest groups. It should not, however, be so large that effective decision-making is hindered.

Individual board members should devote the necessary time to the tasks entrusted to them. All directors should consider the number and nature of their directorships and calls on their time from other commitments.

In support of candidature for directorship or re-election, non-executive directors should provide the Board or if one is established, the remuneration committee, with details of their commitments and an indication of time involved. Prior to appointment or being submitted for re-election non-executive directors should specifically acknowledge to the Company that they will have sufficient time to meet what is expected of them.

The Board (or if established, the remuneration committee) should regularly review the time required from a non-executive director, and whether directors are meeting that requirement. Non-executive directors should inform the chair and the chair of the remuneration committee (if established) before accepting any new appointments as directors.

- (5) Election of directors – the names of candidates submitted for election as directors should be accompanied by the following information to enable shareholders to make an informed decision on their election:
- (a) Biographical details, including competencies and qualifications and information sufficient to enable an assessment of the independence of the candidate;
 - (b) Details of relationships between the candidate and the Company, and the candidate and directors of the Company;
 - (c) Directorships held;
 - (d) Particulars of other positions which involve significant time commitments;
 - (e) The term of office currently served by a directors subject to re-election; and
 - (f) Any other particulars required by law.

Unless otherwise stated, non-executive directors will be appointed for the maximum term permissible under the Constitution subject to re-election and to

the ASX Listing Rule and Corporations Act provisions concerning removal of a director.

Re-appointment of directors should not be automatic.

6.2 Board composition

The Board is responsible for ensuring that the Board is of a size and composition that allows for:

- (1) decisions to be made appropriately and expediently;
- (2) a range of different perspectives to be put forward regarding issues before the Board;
- (3) a range of different skills to be brought to Board deliberations; and
- (4) Board decisions to be made in the best interests of the Company as a whole rather than of individual shareholders or interest groups.

It should not, however, be so large that effective decision-making is hindered.

6.3 Board commitment

The Board is responsible for monitoring, on an ongoing basis, the time required from non-executive directors and the extent to which non-executive directors are meeting these requirements.

Prior to the nomination of prospective non-executive directors for election or re-election, the Board must obtain from the prospective candidate:

- (1) details of other commitments of the prospective candidate and an indication of the time involved; and
- (2) an acknowledgement that the prospective candidate will have sufficient time to meet the requirements of non-executive directors of the Company.

Non-executive directors should inform the Chairman before accepting any new appointment as a director of another company.

6.4 Election of directors

The Board must ensure that any notice of meeting relating to the election of directors provides the Company's shareholders with the information necessary to allow the shareholders to make an informed decision on the election.

The Board must ensure that non-executive directors are appointed for specific terms subject to re-election and to the ASX Listing Rules and the *Corporations Act 2001* provisions regarding the removal of directors.

6.5 Induction and continuing education

The Board must implement an appropriate induction and education process for new Board appointees and Senior Executives to enable them to gain a better understanding of:

- (1) The Company's financial, strategic, operational and risk management position;
- (2) the rights, duties and responsibilities of the directors;
- (3) the roles and responsibilities of Senior Executives; and
- (4) the role of Board committees (if any).

6.6 Evaluation and review

- (1) The Board is responsible for the evaluation and review of the performance of the Board and its committees (if any);
- (2) The Chairman is primarily responsible for the evaluation and review of the performance of individual non-executive directors. The Chairman should disclose the process for evaluating the performance of those directors.

The Board (other than the Chairman) is responsible for the:

- (1) evaluation and review of the performance of the Chairman; and
- (2) review of the effectiveness and programme of Board meetings.

The process for the performance evaluation of the Board, its committees and directors generally involves an internal review. From time to time as the Company's needs and circumstances require, the Board may commission an external review of the Board, and its composition.

6.7 Access to resources

The Board shall in exercising in its role regarding the director's election and appointment practices of the Company have access to adequate internal and external resources, including access to advice from external consultants or specialists as required.

Senior Executives should supply the Board with this information in a form and timeframe, and of a quality that enables the Board to discharge its duties effectively. Directors are entitled to request additional information where they consider such information necessary to make informed decisions.

6.8 Board renewal

The Board is responsible for ensuring that consideration is given to the importance of Board renewal to Board performance and must be conscious of the duration of each director's tenure in succession planning.

7. Independent professional advice

To facilitate independent judgement in decision-making, each director has the right to seek independent professional advice at the Company's expense. However, prior approval from the Chairman is required, which may not be unreasonably withheld.

8. Circular Resolutions

the Company's constitution allows for urgent board matters to be dealt with via a Circular Resolution. Circular Resolutions must be approved by all directors entitled to vote on the resolution. Directors may record their approval of a Circular Resolution by email. Circular Resolutions will be noted in the business of the next formal board meeting and will be noted in the Board minutes of the following meeting.

9. Meetings

All Board meetings will be conducted in accordance with the Company's constitution and the Corporations Act.

Board meetings are held when determined by the Chairman but no less than six meetings should be held each year.

All directors are generally expected to prepare adequately, attend and participate at each Board meeting. Directors are committed to collective decision-making, but have a duty to question and raise any issues of concern to them. Matters are to be debated openly and constructively amongst the directors. Individual directors must utilize their particular skills, experience and knowledge when discussing matters at Board meetings.

Directors must keep Board discussions and resolutions confidential, except where they are required to be disclosed.

10. Allocation of responsibilities

10.1 Chairman

- (1) The Board elects the Chairman in accordance with the Company's constitution.
- (2) The Chairman will be selected on the basis of the person's achievements and record as a leader.
- (3) The roles of the Chairman and the Chief Executive Officer will initially be exercised by the same individual.
- (4) The position of Chairman will be reviewed by the Board at the first Board meeting following the Annual General Meeting each year.
- (5) The Chairman is responsible for leadership of the Board, for the efficient organisation and conduct of the Board's function and for the briefing of all directors in relation to issues arising at Board meetings.
- (6) The Chairman's specific duties are to:
 - (a) chair Board meetings. If the Chairman is not present within 15 minutes after the time appointed for the holding of that meeting, unless a deputy Chairman has been elected and is present and agrees to act, a director chosen by a majority of directors present shall assume this role;
 - (b) establish the agenda for Board meetings;
 - (c) ensure Board minutes properly reflect Board decisions;
 - (d) be the spokesperson for the Company at the annual general meeting and in the reporting of performance and profit figures and will undertake or will nominate another officer to undertake other public relations activities;
 - (e) be kept fully informed of current events on matters which may be of interest to directors;
 - (f) regularly review with Senior Executives progress on important initiatives and significant issues facing the Company;
 - (g) commence the annual process of Board and director evaluation; and
 - (h) subject to the constitution of the Company, have a casting vote.
- (7) The Chairman is not entitled to vote or participate in the deliberations on any matter in which he or she has a personal interest, unless there is

compliance with the conflict of interest provisions under the constitution of the Company, the ASX Listing Rules and under the Corporations Act.

- (8) The Chairman may be removed from office in accordance with the Company's constitution.

10.2 Individual directors

In accordance with statutory requirements and in keeping with developments at common law, directors have the following responsibilities:

- (1) exercise their powers and discharge their duties in good faith and in the best interests of the Company;
- (2) use their powers of office for a proper purpose and not for personal advantage or for the benefit of another party;
- (3) use due care and diligence;
- (4) make a reasonable effort to become and remain familiar with the affairs of the Company;
- (5) attend all Board meetings and Board functions unless there are valid reasons for non-attendance; and
- (6) commit the necessary time and energy to Board matters to ensure that they are contributing their best endeavours in the performance of their duties for the benefit of the Company, without placing undue reliance on other directors to fulfil these duties.

10.3 The Chief Executive Officer

- (1) The Chief Executive Officer is appointed by the Board.
- (2) The Chief Executive Officer is responsible for the ongoing management of the Company in accordance with the strategy, policies and programs approved by the Board.
- (3) The Chief Executive Officer's responsibilities include:
 - (a) developing, with the Board, a consensus for the Company's vision and direction;
 - (b) constructing, with Senior Executives, programs to implement this vision;
 - (c) implementing the Company's risk management policies along with the Board (or if established, the Company's Audit and Risk Committee);

- (d) negotiating the terms and conditions of appointment of the Senior Executives for Board approval;
 - (e) reviewing the performance of senior executives and reporting the outcomes of the reviews to the Board.
 - (f) appointing the general managers of the Company;
 - (g) endorsing the terms and conditions of appointment of all other staff members;
 - (h) providing strong leadership to, and effective management of, the Company in order to:
 - (i) encourage co-operation and teamwork;
 - (ii) build and maintain staff morale at a high level; and
 - (iii) build and maintain a strong sense of staff identity with, and a sense of allegiance to, the Company;
 - (i) ensuring a safe workplace for all personnel;
 - (j) ensuring a culture of compliance generally, and specifically in relation to environmental matters;
 - (k) carrying out the day-to-day management of the Company;
 - (l) forming other committees and working parties from time to time to assist in the orderly conduct and operation of the Company;
 - (m) keeping the Board informed, at an appropriate level, of all the activities of the Company; and
 - (n) seeking to ensure that all personnel act with the highest degree of ethics and probity.
- (4) The Chief Executive Officer is to authorise all expenditures as approved in the budget, subject to:
- (a) the Chief Executive Officer's remuneration, outside of normal monthly remuneration, being authorised by another director or director and the company secretary;
 - (b) all business related expenses paid to the Chief Executive Officer being authorised or ratified by another director or director and the company secretary;
 - (c) the appointment of individuals to specific management roles while being the responsibility of the Chief Executive Officer, the

terms and conditions under which appointed individuals report to the Chief Executive Officer must be approved by the Board.

10.4 Secretary

- (1) The Secretary is generally responsible for carrying out the administrative and legislative requirements of the Board. The Secretary holds primary responsibility for ensuring that the Board processes, procedures and policies run efficiently and effectively.
- (2) The Secretary holds primary responsibility in supporting the effectiveness of the Board by monitoring that Board policy and procedures are followed.
- (3) All directors have access to the Secretary.
- (4) The Secretary is accountable to the Board through the Chairman on all governance matters.
- (5) The Secretary is appointed in accordance with the Company's constitution. The appointment and removal of the Secretary is a matter for decision by the Board as a whole.
- (6) The specific tasks of the Secretary include:
 - (a) overseeing the Company's compliance program and ensuring all Company legislative obligations are met;
 - (b) ensuring that the agenda and briefing materials for Board meetings are prepared and forwarded to directors in a timely and effective manner;
 - (c) implementing and effecting the Continuous Disclosure Policy;
 - (d) recording, maintaining and distributing the minutes of all Board and Board subcommittee meetings as required;
 - (e) preparing for and attending all general meetings of the Company and ensuring that the correct procedures are followed;
 - (f) recording, maintaining and distributing the minutes of all annual and other general meetings of the Company;
 - (g) meeting statutory reporting requirements in accordance with relevant legislation; and
 - (h) any other services the Chairman may require.

11. CEO and CFO assurances

It is the responsibility of both the Chief Executive Officer (or equivalent) and the Chief Financial Officer (or equivalent if any) to provide written assurances to the Board that in all material respects:

- (1) the financial reports submitted to the Board present a true and fair view of the Company's financial condition and operational results; and
- (2) the Company's risk management and internal compliance and control system is operating efficiently and effectively.

12. Committees

The ultimate responsibility for the oversight of the operations of the Company rests with the Board. To assist with the execution of its responsibilities, the Board has the authority to establish and determine the powers and functions of the committees of the Board, including an Audit and Risk Committee and a Remuneration Committee. Each board committee, when and if established, will have a documented charter, approved by the Board, setting out its responsibilities.

These committees operate in accordance with their Committee charters approved by the Board.

The Board will review the composition and effectiveness of the committees on an annual basis. The Board may also establish other committees from time to time to consider other matters of special importance.

Directors are entitled to attend committee meetings and receive committee papers. Committees will maintain minutes of their meetings and are entitled to obtain professional or other advice in order to effectively carry out their proper functions. The chairman of each committee will provide a report on Committee meetings to the Board at the next full Board meeting.

13. Publication and Review

This Charter or a summary of its main provisions shall be made available on the Company's website in a clearly marked corporate governance section. And the key features will be published in the Corporate Governance Statement.

The Board is responsible for reviewing this charter and to determine its appropriateness to the needs of the Company on an annual basis. The charter shall be amended by resolution of the Board.

Document Management

Revision Date	Nature of Amendments
08 December 2017	Approved by the Board of Dicker Data
10 December 2018	Reviewed by the Company Secretary (Erin McMullen)
14 December 2018	Approved by the Board of Dicker Data