

# **APM Human Services International Limited (ACN 639 621 766) ("Company")**

# **Corporate Governance Statement**

This document discloses the extent to which the Company will follow, as at the date it is admitted to the official list of the ASX, the recommendations set by the ASX Corporate Governance Council in the fourth edition of its Corporate Governance Principles and Recommendations (**ASX Recommendations**). The ASX Recommendations are not mandatory, however the ASX Recommendations that will not be followed have been identified and reasons provided for not following them along with what (if any) alternative governance practices the Company intends to adopt instead of the relevant ASX Recommendation.

All corporate governance policies have been adopted by the Company. All references to "the **Board**" below are references to the board of the Company. All references to "**Shareholders**" below are references to shareholders of the Company.

Princ	ciples and Recommendations	Compliance by the Company		
	Principle 1 – Lay solid foundations for management and oversight			
A list	A listed entity should establish and disclose the respective roles and responsibilities of its board and management and how their performance is monitored and evaluated.			
Reco	ommendation 1.1	The Company complies with this recommendation.		
A list	ed entity should disclose:	The Board Charter sets out the principles for the operation of the Board and describes the functions of the Board and the functions delegated to management of the Company.		
(a)	the respective roles and responsibilities of its			
	board and management; and	Clause 2 of the Board Charter sets out the responsibilities and functions of the Board. The Board may delegate consideration to a committee of the Board specifically constituted for the relevant purpose.		
(b)	those matters expressly reserved to the board and those delegated to management.			
		Clauses 3 and 9 of the Board Charter set out the responsibilities delegated to the Chief Executive Officer, management and the company secretary.		
Reco	ommendation 1.2	The Company complies with this recommendation.		
A list	ed entity should:	Under the Board Charter, it is intended that the Board should compromise a mix of directors with a broad range of skills,		
(a)	undertake appropriate checks before appointing a person, or putting forward to shareholders a candidate for election, as a director; and	expertise and experience from a diverse range of backgrounds selected on the basis of relevant experience, skill, judgement and leadership abilities to contribute to the effective direction of the Company.		
		Clause 6 of the Board Charter notes that in considering any selection, appointment or re-election to the Board, the Board will consider the necessary and desirable competencies of any directors and proposed directors. Additionally, the Board will		



Princ	ciples and Recommendations	Compliance by the Company
(b)	provide shareholders with all material information in its possession relevant to a decision on	ensure that the Company undertakes appropriate checks before appointing a person or putting forward to Shareholders a candidate for election.
	whether or not to elect or re-elect a director.	Clause 6 also notes that the Board will ensure that the Company provides Shareholders all material information in its possession relevant to a decision on whether or not to elect or re-elect a director.
Reco	ommendation 1.3	The Company complies with this recommendation.
direc	ed entity should have a written agreement with each tor and senior executive setting out the terms of appointment.	The Company will have a written agreement with each director and senior executive setting out the terms of their appointment on and from the date of its admission to the official list of the ASX.
Reco	ommendation 1.4	The Company complies with this recommendation.
acco	company secretary of a listed entity should be untable directly to the board, through the chair, on atters to do with the proper functioning of the board.	Clause 9 of the Board Charter provides that the company secretary is accountable to the Board through the Chair on all matters to do with the proper functioning of the Board.
Reco	ommendation 1.5	The Company complies with this recommendation.
A list	ed entity should:	The Company has a Diversity Policy which applies to the employees and officers of the Company and subsidiaries. Clause
(a)	have a Diversity Policy which includes requirements for the board or a relevant	3 of the Diversity Policy provides that the Board is responsible for setting measurable objectives to promote gender diversity and the Company's progress in achieving them. The Diversity Policy's effectiveness is measured at least annually.
	committee of the board to set measurable	The Diversity Policy will be disclosed on the Company's website.
	objectives for achieving gender diversity and to assess annually both the objectives and the entity's progress in achieving them;	Clause 3 of the Diversity Policy provides that the objectives set for a reporting period and the progress towards achievement of those objectives will be disclosed annually in the Company's annual report. This will include disclosure of the respective proportions of men and women on the board, in senior executive positions and across the whole workforce of
(b)	disclose that policy or a summary of it; and	the Company (including how the entity has defined "senior executive" for these purposes) or the Company's Gender
(c)	disclose as at the end of each reporting period the measurable objectives for achieving gender diversity set by the board or a relevant committee of the board in accordance with the entity's Diversity Policy and its progress towards achieving them, and either:	Equality Indicators, as defined in the Workplace Gender Equality Act.  The Company is finalising its measurable objectives for achieving gender diversity composition of the Board, senior executives and workforce generally. The Company recognises that the measurable objectives for achieving gender diversity in the composition of the Board should not be less than 30% of its directors of each gender within a specified period, consistent with Recommendation 1.5.



Principles and Recommendations			Compliance by the Company	
	(i)	the respective proportions of men and women on the board, in senior executive positions and across the whole organisation (including how the entity has defined "senior executive" for these purposes); or		
	(ii)	if the entity is a "relevant employer" under the Workplace Gender Equality Act, the entity's most recent "Gender Equality Indicators", as defined in and published under the Act.		
Reco	mmen	ndation 1.6	The Company complies with this recommendation.	
A list	A listed entity should:		Clause 7 of the Board Charter provides that the Board will regularly carry out a formal review of its performance, its	
(a)	evaluating the performance of the board, its committees and individual directors; and		committees and each director.	
			The Board will disclose in relation to each reporting period whether a performance evaluation was undertaken.	
(b)				
Reco	mmen	ndation 1.7	The Company complies with this recommendation.	
A liste	ed enti	ty should:	Clause 7 of the Board Charter provides that the Board will regularly carry out a formal review of the performance of the	
(a)	have and disclose a process for periodically		Chief Executive Officer and any Senior Management against guidelines approved by the Board.	
		uating the performance of its senior autives; and	The Board will disclose in relation to each reporting period whether a performance evaluation was undertaken.	
(b)	whet unde	ose, in relation to each reporting period, ther a performance evaluation was ertaken in the reporting period in accordance that process.		



# **Principles and Recommendations**

# **Compliance by the Company**

## Principle 2 – Structure the board to add value

A listed entity should have a board of an appropriate size, composition, skills and commitment to enable it to discharge its duties effectively.

## **Recommendation 2.1**

The board of a listed entity should:

- (a) have a nomination committee which:
  - (i) has at least three members, a majority of whom are independent directors; and
  - (ii) is chaired by an independent director;and disclose
  - (iii) the charter of the committee;
  - (iv) the members of the committee;
  - (v) as at the end of each reporting period, the number of times the committee met throughout the period and the individual attendances of the members at those meetings; or
- (b) if it does not have a nomination committee, disclose that fact and the processes it employs to address board succession issues and to ensure that the board has the appropriate balance of skills, knowledge, experience, independence and diversity to enable it to discharge its duties and responsibilities effectively.

The Company has adopted a Remuneration and Nomination Committee (**RNC**) Charter. Clause 2 of the RNC Charter notes that, to the extent practicable given the size and composition of the Board from time to time, the RNC will comprise of at least three members, a majority of whom are independent directors. In addition, the chair of the RNC is to be an independent director.

The Company partially complies with this recommendation. At the time of listing, the RNC will be comprised of one independent non-executive director, being Neville Power, and two non-executive directors, being Timothy P. Sullivan and Elizabeth Q. Betten. As at the date of listing, the chair of the RNC will be Timothy P. Sullivan, a non-executive director. The Board considers that having less than a majority of the members which are considered independent and not having an independent director as the chair of the RNC will not impede the ability of the RNC to undertake its role effectively.

The RNC Charter and the members of the RNC are to be disclosed by the Company.

The Company will, at the end of each reporting period, disclose in its annual report the number of times the committee met throughout the period and the individual attendances of the members at those meetings is to be disclosed.

## **Recommendation 2.2**

A listed entity should have and disclose a board skills matrix setting out the mix of skills and diversity that the The Company complies with this recommendation.

Clause 5 of the Board Charter sets out the aim of the Board to have an appropriate mix of skills, experience, expertise and diversity relevant to the Company's businesses and the Board's duties and responsibilities.



Principles and Recommendations		Compliance by the Company				
	board currently has or is looking to achieve in its membership.  Recommendation 2.3		The Company's board skills matrix will be disclosed in the Company's Corporate Governance Statement.  The Company complies with this recommendation.			
Rec						
A lis	ted entity should disclose:	The Company will disclose:				
(a)	the names of the directors considered by the board to be independent directors;	(a)	the names of the directors considered by the Board to be independent directors (as at the date of listing, being Robert Melia, Neville Power and Simone Blank;			
(b)	if a director has an interest, position, association or relationship of the type described in Box 2.3 but the board is of the opinion that it does not compromise the independence of the director, the nature of the interest, position, association or relationship in question and an explanation of why the board is of that opinion; and	(b)	if a director has an interest, position, association or relationship of the type described in Box 2.3 but the Board is of the opinion that it does not compromise the independence of the director, the nature of the interest, position, association or relationship in question and an explanation of why the Board is of that opinion; and			
		(c)	the length of service of each director.			
(c)	the length of service of each director.					
	Recommendation 2.4  A majority of the board of a listed entity should be independent directors.		use 5 of the Board Charter provides that the majority of the Board should, to the extent practicable given the size and position of the Board from time to time, be comprised of independent directors.			
			On admission onto the official list the Board will be comprised of eight directors, three of which are independent non-executive directors and five of whom are not considered independent.			
			The Board considers that the mix of skills on the Board and the nature of the operations of the Company that having less than a majority of the directors who are considered independent does not impede the ability of the Board to ensure that the decisions are made in the best interests of the Company.			
Rec	Recommendation 2.5  The chair of the board of a listed entity should be an independent director and, in particular, should not be the same person as the CEO of the entity.		The current structure and composition of the Board has been determined having regard to the nature and size of its operations, the skill set of the Company's directors both individually and collectively, and the best interests of Shareholders.			
inde			Board acknowledges the recommendation, however, as at the date of listing, the Company will not be in compliance this recommendation, as the chair of the Board, Megan Wynne, is currently considered by the Board not be pendent, having regard to her executive position and her substantial shareholding in the Company. Nevertheless, the rd is satisfied that deviation from Recommendation 2.5 will not be detrimental to the Company when considering an's considerable skills, experience and understanding of the Company's business. The Board considers that Megan			

Advanced Personnel Management



Principles and Recommendations		and Recommendations	Compliance by the Company	
			adds significant value to its deliberations and expects that she will continue to bring sound judgement to the deliberations of the Board.	
Reco	mmen	dation 2.6	The Company complies with this recommendation.	
A listed entity should have a program for inducting new directors and provide appropriate professional development opportunities for directors to develop and maintain the skills and knowledge needed to perform their role as directors effectively.		d provide appropriate professional t opportunities for directors to develop and skills and knowledge needed to perform	Clause 10 of the Board Charter provides that new directors will be briefed on their roles and responsibilities and the minute and papers of Board and committee meetings will be made available to them. It also provides that time will be allocated at Board and committee meetings for the continuing education of directors on significant issues facing the Company and changes to the regulatory environment.	
Princ	ciple 3 -	<ul> <li>Promote ethical and responsible decision</li> </ul>	n making	
A liste	ed entit	ty should act ethically and responsibly		
Reco	mmen	dation 3.1	The Company complies with this recommendation.	
A listed entity should:		y should:	The Company has a Code of Conduct which applies to all employees, contractors, consultants, managers and directors of	
(a)		have a code of conduct for its directors, senior executives and employees; and	the Company.  A copy of the Company's Code of Conduct will be disclosed on its website.	
(b) disclose that code or a summary of it.			A copy of the company a code of conduct will be displaced of its website.	
		<ul> <li>Safeguard integrity in corporate reporting</li> </ul>		
	_		that independently verify and safeguard the integrity of its corporate reporting	
Reco	mmen	dation 4.1	The Company has established an Audit and Risk Management Committee (ARMC) which is governed by the ARMC	
The t	The board of a listed entity should:		Charter which sets out its roles and responsibilities.	
	have an audit committee which:		Clause 2 of the ARMC Charter provides that the ARMC should to the extent practicable, given the size and composition of the Board from time to time, comprise of:	
(a)	(i) has at least three members, all of whom			
(a)	(i)		<ul><li>at least three members;</li></ul>	
(a)	(i)	are non-executive directors and a majority of whom are independent directors; and	<ul><li>at least three members;</li><li>non-executive directors; and</li></ul>	



### **Principles and Recommendations Compliance by the Company** and disclose: Clause 2(c) of the ARMC Charter provides that the chair of the ARMC should be an independent non-executive director who does not chair the Board. As at the date of listing, the chair of the ARMC will be Simone Blank, an independent nonthe charter of the committee; (iii) executive director. The Company complies with this recommendation. (iv) the relevant qualifications and experience At the time of listing, the ARMC will be comprised of Elizabeth Q. Betten, Robert Melia and Simone Blank. of the members of the committee; and The ARMC Charter will be disclosed on the Company's website and the Company's website will include an overview of the (v) in relation to each reporting period, the relevant qualifications and experience of the members of the committee. number of times the committee met throughout the period and the individual Clause 3(a) of the ARMC Charter provides that the ARMC must meet at least two times annually or as frequently as is attendances of the members at those required to undertake its role effectively. meetings; or The Company will, at the end of each reporting period, disclose in its annual report the number of times the ARMC met if it does not have an audit committee, disclose throughout the period and the individual attendances of the members at those meetings. that fact and the processes it employs that independently verify and safeguard the integrity of its corporate reporting, including the processes for the appointment and removal of the external auditor and the rotation of the audit engagement partner.

#### **Recommendation 4.2**

The board of a listed entity should, before it approves the entity's financial statements for a financial period, receive from its CEO and CFO a declaration that, in their opinion, the financial records of the entity 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 entity and that the opinion has been formed on the basis of a sound system of risk management and internal control which is operating effectively.

The Company complies with this recommendation.

Clause 6 of the ARMC Charter provides that the ARMC will review the Company's financial statements with management and its external auditor before recommending that the Board approve the statements. The ARMC is also responsible for ensuring that appropriate processes are in place to form the basis upon which the Chief Executive Officer and Chief Financial Officer provide the recommended declarations in relation to the Company's financial statements.

## **Recommendation 4.3**

A listed entity that has an AGM should ensure that its external auditor attends its AGM and is available to

The Company complies with this recommendation.

Clause 8(b) of the ARMC Charter provides that the Company must ensure the external auditor attends the Company's AGM and is available to answer questions from security holders relevant to the audit.



Principles and Recommendations	Compliance by the Company	
answer questions from security holders relevant to the audit.	Clause 5.3(a) of the Constitution of the Company requires that a notice of meeting be given to an auditor of the Company (in the same way that a member of the Company is entitled to receive notice).	
Principle 5 – Make timely and balanced disclosure		
A listed entity should make timely and balanced disclosure securities.	of all matters concerning it that a reasonable person would expect to have a material effect on the price or value of its	
Recommendation 5.1	The Company complies with this recommendation.	
A listed entity should:	The Company has in place a Disclosure Policy, a copy of which will be disclosed on the Company's website.	
(a) have a written policy for complying with its continuous disclosure obligations under the Listing Rules; and		
(b) disclose that policy or a summary of it.		
Principle 6 – Respect the rights of security holders		
A listed entity should respect the rights of its security holders by providing them with appropriate information and facilities to allow them to exercise those rights effectively.		
Recommendation 6.1	The Company complies with this recommendation.	
A listed entity should provide information about itself and its governance to investors via its website.	The Company will provide information about itself and its governance on its website pursuant to its Shareholder Communication Policy.	
Recommendation 6.2	The Company complies with this recommendation.	
A listed entity should design and implement an investor relations program to facilitate effective two-way	The Company's Shareholder Communication Policy provides for an investor relations program which actively encourages two-way communication:	
communication with investors.	• through the Company's AGM, where Shareholder participation is actively encouraged and facilitated; and	
	<ul> <li>by providing Shareholders with information via the corporate and investor sections of the Company's website and the option to receive email communications and send email communications directly to the Company and to the Company's share registry.</li> </ul>	

Advanced Personnel Management



Principles and Recommendations		and Recommendations	Compliance by the Company	
Reco	Recommendation 6.3		The Company complies with this recommendation.	
it has	A listed entity should disclose the policies and processes it has in place to facilitate and encourage participation at meetings of security holders.		The Company will disclose a copy of its Shareholder Communication Policy on its website.	
Reco	mmen	dation 6.4	The Company complies with this recommendation.	
recei	A listed entity should give security holders the option to receive communications from, and send communications to, the entity and its security registry electronically.		The Company's Shareholder Communication Policy provides Shareholders the option to receive email communications and send email communications directly to the Company and to the Company's share registry.	
Princ	ciple 7 -	- Recognise and manage risk		
A list	ed entit	ry should establish a sound risk management t	ramework and periodically review the effectiveness of that framework	
Reco	mmen	dation 7.1	The Company complies with this recommendation.	
The b	(a) have a committee or committees to oversee risk,		Clause 2(a) of the ARMC Charter provides that the ARMC should to the extent practicable, given the size and composition	
(a)			of the Board from time to time, comprise of:  at least three members;	
	(i)	has at least three members, a majority of	non-executive directors; and	
		whom are independent directors; and	<ul> <li>a majority of directors who are independent.</li> </ul>	
	(ii)	is chaired by an independent director,	At the time of listing, the ARMC will be comprised of Elizabeth Q. Betten, Robert Melia and Simone Blank.	
		and disclose	Clause 2(c) of the ARMC Charter provides that the chair of the ARMC should be an independent director. At the time of	
	(iii)	the charter of the committee;	listing the chair of the ARMC will be Simone Blank (an independent non-executive director)	
	(iv)	the members of the committee; and	The ARMC Charter will be disclosed on the Company's website.	
	<ul> <li>(v) as at the end of each reporting period, the number of times the committee met throughout the period and the individual attendances of the members at those meetings; or</li> </ul>	number of times the committee met	Clause 3(a) of the ARMC Charter provides that the ARMC must meet at least two times annually or as frequently as is required to undertake its role effectively.	
		The Company will, at the end of each reporting period, disclose in its annual report the number of times the ARMC met throughout the period and the individual attendances of the members at those meetings is to be disclosed.		

Advanced Personnel Management



Principles and Recommendations		Compliance by the Company
(b)	if it does not have a risk committee or committees that satisfy (a) above, disclose that fact and the processes it employs for overseeing the entity's risk management framework.	
Reco	ommendation 7.2	The Company complies with this recommendation.
The b	poard or a committee of the board should:	Clause 7 of the ARMC Charter provides that the ARMC is responsible for reviewing the risk profile of the Company at least
(a)	review the entity's risk management framework at least annually to satisfy itself that it continues to be sound; and	annually to satisfy itself that it continues to be sound and disclose that such a review has taken place in the Company's annual report.
(b)	disclose, in relation to each reporting period, whether such a review has taken place.	
Reco	ommendation 7.3	The Company complies with this recommendation.
A list	ed entity should disclose:	Clause 4(a)(vii) of the ARMC Charter provides that the ARMC is required to manage audit arrangements and auditor
(a)	if it has an internal audit function, how the function is structured and what role it performs; or	independence, including considering whether an internal audit function is required and, if not, ensuring that the Company discloses the processes it employs to evaluate and improve its risk management and internal control processes.
(b)	if it does not have an internal audit function, that fact and the processes it employs for evaluating and continually improving the effectiveness of its risk management and internal control processes.	Clause 4 of the ARMC Charter provides that the ARMC is responsible for assisting the Board in discharging its responsibilities to evaluate and improve its risk management and internal control processes. The ARMC reviews and reports to the Board (at least annually) on the effectiveness of its risk management and process for identifying, managing and monitoring material business risks.
Reco	ommendation 7.4	The Company complies with this recommendation.
A listed entity should disclose whether it has any material exposure to economic environmental and social sustainability risks and, if it does, how it manages or intends to manage those risks.		The Company will disclose whether it has any material exposure to economic, environmental and social sustainability risks and, if it does, how it manages or intends to manage those risks.



# **Principles and Recommendations**

## **Compliance by the Company**

## Principle 8 – Remunerate fairly and responsibly

A listed entity should pay director remuneration sufficient to attract and retain high quality directors and design its executive remuneration to attract, retrain and motivate high quality senior executives and to align their interests with the creation of value for security holders.

# **Recommendation 8.1**

The board of a listed entity should:

- (a) have a remuneration committee which:
  - (i) has at least three members, a majority of whom are independent directors; and
  - (ii) is chaired by an independent director.and disclose:
  - (i) the charter of the committee;
  - (ii) the members of the committee; and
  - (iii) as at the end of each reporting period, the number of times the committee met throughout the period and the individual attendances of the members at those meetings; or
- (b) if it does not have a remuneration committee, disclose that fact and the processes it employs for setting the level and composition of remuneration for directors and senior executives and ensuring that such remuneration is appropriate and not excessive.

The Company partially complies with this recommendation.

The RNC is governed by the RNC Charter which sets out the RNC's roles and responsibilities.

Clause 2 of the RNC Charter provides that the RNC should, to the extent practicable given the size and composition of the Board from time to time, comprise:

- at least three members;
- non-executive directors; and
- a majority of directors who are independent.

At the time of listing, the RNC will be comprised of one independent non-executive director, being Neville Power, and two non-executive directors, being Timothy P. Sullivan and Elizabeth Q. Betten. As at the date of listing, the chair of the RNC will be Timothy P. Sullivan, a non-executive director. The Board considers that having less than a majority of the members which are considered independent and not having an independent director as the chair of the RNC will not impede the ability of the RNC to undertake its role effectively.

The RNC Charter will be disclosed on the Company's website.

The RNC Charter provides that the RNC meet at least once annually or as frequently as is required to undertake its role effectively.

The Company will, at the end of each reporting period, disclose in its annual report the number of times the RNC met throughout the period and the individual attendances of the members at those meetings is to be disclosed.

## **Recommendation 8.2**

A listed entity should separately disclose its policies and practices regarding the remuneration of non-executive

The Company complies with this recommendation.

Details of the Company's remuneration policies and practices for non-executive directors, executive directors and senior management will be disclosed in the prospectus and in the Company's future annual reports.



Prin	ciples and Recommendations	Compliance by the Company	
directors and the remuneration of executive directors and other senior executives.			
Recommendation 8.3		The Company complies with this recommendation	
	ted entity which has an equity-based remuneration eme should:	Clause 5.2 of the Securities Trading Policy prohibits directors and senior management (and their associated investment vehicles) from trading in financial products that limit the economic risk of security holdings (e.g. hedging arrangements).	
(a)	have a policy on whether participants are permitted to enter into transactions (whether through the use of derivatives or otherwise) which limit the economic risk of participating in the scheme; and	The policy will be disclosed on the Company's website.	
(b)	disclose that policy or a summary of it.		