

# Universal Store

## ASX ANNOUNCEMENT

26 August 2022

### APPENDIX 4G AND CORPORATE GOVERNANCE STATEMENT

In accordance with the Listing Rules of the Australian Securities Exchange (ASX), Universal Store Holdings Limited (ASX:UNI) encloses for release the following information:

1. Appendix 4G – Key to Disclosures; and
2. 2022 Corporate Governance Statement.

**Authorised for lodgement by the Board of Universal Store Holdings Limited.**

#### For enquiries contact:

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#### ABOUT UNIVERSAL STORE

Universal Store is a specialty retailer of youth casual apparel that operates 78 physical stores across Australia and a fast-growing online store.

The Company's strategy is to deliver a frequently changing and carefully curated selection of on-trend apparel products to a target 16-35 year old fashion focused customer. Universal Store seeks to provide a high level of customer service, consistent price proposition and a welcoming and engaging store environment. It offers a diversity of brands and styles in order to cater to the constantly evolving and widely varied tastes and trends observed in the youth apparel market.

# Appendix 4G

## Key to Disclosures

### Corporate Governance Council Principles and Recommendations

Name of entity

Universal Store Holdings Limited
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ABN/ARBN

94 628 836 484
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Financial year ended:

30 June 2022
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Our corporate governance statement<sup>1</sup> for the period above can be found at:<sup>2</sup>

- These pages of our annual report:
- This URL on our website: <https://investors.universalstore.com/investor-centre/#governance>

The Corporate Governance Statement is accurate and up to date as at 25 August 2022 and has been approved by the board.

The annexure includes a key to where our corporate governance disclosures can be located.<sup>3</sup>

Date: 25 August 2022

Name of authorised officer authorising lodgement: Renee Jones, Company Secretary

<sup>1</sup> "Corporate governance statement" is defined in Listing Rule 19.12 to mean the statement referred to in Listing Rule 4.10.3 which discloses the extent to which an entity has followed the recommendations set by the ASX Corporate Governance Council during a particular reporting period.

Listing Rule 4.10.3 requires an entity that is included in the official list as an ASX Listing to include in its annual report either a corporate governance statement that meets the requirements of that rule or the URL of the page on its website where such a statement is located. The corporate governance statement must disclose the extent to which the entity has followed the recommendations set by the ASX Corporate Governance Council during the reporting period. If the entity has not followed a recommendation for any part of the reporting period, its corporate governance statement must separately identify that recommendation and the period during which it was not followed and state its reasons for not following the recommendation and what (if any) alternative governance practices it adopted in lieu of the recommendation during that period.

Under Listing Rule 4.7.4, if an entity chooses to include its corporate governance statement on its website rather than in its annual report, it must lodge a copy of the corporate governance statement with ASX at the same time as it lodges its annual report with ASX. The corporate governance statement must be current as at the effective date specified in that statement for the purposes of Listing Rule 4.10.3.

Under Listing Rule 4.7.3, an entity must also lodge with ASX a completed Appendix 4G at the same time as it lodges its annual report with ASX. The Appendix 4G serves a dual purpose. It acts as a key designed to assist readers to locate the governance disclosures made by a listed entity under Listing Rule 4.10.3 and under the ASX Corporate Governance Council's recommendations. It also acts as a verification tool for listed entities to confirm that they have met the disclosure requirements of Listing Rule 4.10.3.

The Appendix 4G is not a substitute for, and is not to be confused with, the entity's corporate governance statement. They serve different purposes and an entity must produce each of them separately.

<sup>2</sup> Tick whichever option is correct and then complete the page number(s) of the annual report, or the URL of the web page, where your corporate governance statement can be found. You can, if you wish, delete the option which is not applicable.

<sup>3</sup> Throughout this form, where you are given two or more options to select, you can, if you wish, delete any option which is not applicable and just retain the option that is applicable. If you select an option that includes "OR" at the end of the selection and you delete the other options, you can also, if you wish, delete the "OR" at the end of the selection.

See notes 4 and 5 below for further instructions on how to complete this form.

## ANNEXURE – KEY TO CORPORATE GOVERNANCE DISCLOSURES

Corporate Governance Council recommendation		Where a box below is ticked, <sup>4</sup> we have followed the recommendation <b>in full</b> for the <b>whole</b> of the period above. We have disclosed this in our Corporate Governance Statement:	Where a box below is ticked, we have <b>NOT</b> followed the recommendation in full for the whole of the period above. Our reasons for not doing so are: <sup>5</sup>
<b>PRINCIPLE 1 – LAY SOLID FOUNDATIONS FOR MANAGEMENT AND OVERSIGHT</b>			
1.1	A listed entity should have and disclose a board charter setting out: (a) the respective roles and responsibilities of its board and management; and (b) those matters expressly reserved to the board and those delegated to management.	<input checked="" type="checkbox"/> and we have disclosed a copy of our board charter at: <a href="https://investors.universalstore.com/investor-centre/#governance">https://investors.universalstore.com/investor-centre/#governance</a>	
1.2	A listed entity should: (a) undertake appropriate checks before appointing a director or senior executive or putting someone forward for election as a director; and (b) provide security holders with all material information in its possession relevant to a decision on whether or not to elect or re-elect a director.	<input checked="" type="checkbox"/>	
1.3	A listed entity should have a written agreement with each director and senior executive setting out the terms of their appointment.	<input checked="" type="checkbox"/>	
1.4	The company secretary of a listed entity should be accountable directly to the board, through the chair, on all matters to do with the proper functioning of the board.	<input checked="" type="checkbox"/>	

<sup>4</sup> Tick the box in this column only if you have followed the relevant recommendation **in full** for the **whole** of the period above. Where the recommendation has a disclosure obligation attached, you must insert the location where that disclosure has been made, where indicated by the line with “*insert location*” underneath. If the disclosure in question has been made in your corporate governance statement, you need only insert “our corporate governance statement”. If the disclosure has been made in your annual report, you should insert the page number(s) of your annual report (eg “pages 10-12 of our annual report”). If the disclosure has been made on your website, you should insert the URL of the web page where the disclosure has been made or can be accessed (eg “www.entityname.com.au/corporate-governance/charters/”).

<sup>5</sup> If you have followed all of the Council’s recommendations **in full** for the **whole** of the period above, you can, if you wish, delete this column from the form and re-format it.

## Key to Disclosures Corporate Governance Council Principles and Recommendations

Corporate Governance Council recommendation	Where a box below is ticked, <sup>4</sup> we have followed the recommendation <b>in full</b> for the <b>whole</b> of the period above. We have disclosed this in our Corporate Governance Statement:	Where a box below is ticked, we have NOT followed the recommendation in full for the whole of the period above. Our reasons for not doing so are: <sup>5</sup>
<p>1.5 A listed entity should:</p> <p>(a) have and disclose a diversity policy;</p> <p>(b) through its board or a committee of the board set measurable objectives for achieving gender diversity in the composition of its board, senior executives and workforce generally; and</p> <p>(c) disclose in relation to each reporting period:</p> <p>(1) the measurable objectives set for that period to achieve gender diversity;</p> <p>(2) the entity's progress towards achieving those objectives; and</p> <p>(3) either:</p> <p>(A) the respective proportions of men and women on the board, in senior executive positions and across the whole workforce (including how the entity has defined "senior executive" for these purposes); or</p> <p>(B) 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 that Act.</p> <p>If the entity was in the S&amp;P / ASX 300 Index at the commencement of the reporting period, the measurable objective for achieving gender diversity in the composition of its board should be to have not less than 30% of its directors of each gender within a specified period.</p>	<p><input checked="" type="checkbox"/></p> <p>and we have disclosed a copy of our diversity policy at: <a href="https://investors.universalstore.com/investor-centre/#governance">https://investors.universalstore.com/investor-centre/#governance</a></p> <p>and we have disclosed the information referred to in paragraph (c) in our Corporate Governance Statement at <a href="https://investors.universalstore.com/investor-centre/#governance">https://investors.universalstore.com/investor-centre/#governance</a></p>	<p><input type="checkbox"/> set out in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> we are an externally managed entity and this recommendation is therefore not applicable</p>
<p>1.6 A listed entity should:</p> <p>(a) have and disclose a process for periodically evaluating the performance of the board, its committees and individual directors; and</p> <p>(b) disclose for each reporting period whether a performance evaluation has been undertaken in accordance with that process during or in respect of that period.</p>	<p><input checked="" type="checkbox"/></p> <p>and we have disclosed the evaluation process referred to in paragraph (a) in our Corporate Governance Statement at <a href="https://investors.universalstore.com/investor-centre/#governance">https://investors.universalstore.com/investor-centre/#governance</a></p> <p>and we have disclosed whether a performance evaluation was undertaken for the reporting period as referred to in paragraph (b) in our Corporate Governance Statement at <a href="https://investors.universalstore.com/investor-centre/#governance">https://investors.universalstore.com/investor-centre/#governance</a></p>	

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Corporate Governance Council recommendation		Where a box below is ticked, <sup>4</sup> we have followed the recommendation <b>in full</b> for the <b>whole</b> of the period above. We have disclosed this in our Corporate Governance Statement:	Where a box below is ticked, we have NOT followed the recommendation in full for the whole of the period above. Our reasons for not doing so are: <sup>5</sup>
1.7	<p>A listed entity should:</p> <p>(a) have and disclose a process for evaluating the performance of its senior executives at least once every reporting period; and</p> <p>(b) disclose for each reporting period whether a performance evaluation has been undertaken in accordance with that process during or in respect of that period.</p>	<p><input checked="" type="checkbox"/></p> <p>and we have disclosed the evaluation process referred to in paragraph (a) in our Corporate Governance Statement at <a href="https://investors.universalstore.com/investor-centre/#governance">https://investors.universalstore.com/investor-centre/#governance</a> and whether a performance evaluation was undertaken for the reporting period in accordance with that process in our Corporate Governance Statement at <a href="https://investors.universalstore.com/investor-centre/#governance">https://investors.universalstore.com/investor-centre/#governance</a></p>	

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<b>PRINCIPLE 2 - STRUCTURE THE BOARD TO BE EFFECTIVE AND ADD VALUE</b>			
2.1	<p>The board of a listed entity should:</p> <p>(a) have a nomination committee which:</p> <p>(1) has at least three members, a majority of whom are independent directors; and</p> <p>(2) is chaired by an independent director, and disclose:</p> <p>(3) the charter of the committee;</p> <p>(4) the members of the committee; and</p> <p>(5) 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</p> <p>(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.</p>	<p><input checked="" type="checkbox"/></p> <p>and we have disclosed a copy of the charter of the committee at: <a href="https://investors.universalstore.com/investor-centre/#governance">https://investors.universalstore.com/investor-centre/#governance</a> and the information referred to in paragraphs (4) and (5) in our Corporate Governance Statement and in the Directors' Report (Annual Report) at <a href="https://investors.universalstore.com/investor-centre/#governance">https://investors.universalstore.com/investor-centre/#governance</a></p>	
2.2	<p>A listed entity should have and disclose a board skills matrix setting out the mix of skills that the board currently has or is looking to achieve in its membership.</p>	<p><input checked="" type="checkbox"/></p> <p>and we have disclosed our board skills matrix in our Corporate Governance Statement at <a href="https://investors.universalstore.com/investor-centre/#governance">https://investors.universalstore.com/investor-centre/#governance</a></p>	

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Corporate Governance Council recommendation		Where a box below is ticked, <sup>4</sup> we have followed the recommendation <b>in full</b> for the <b>whole</b> of the period above. We have disclosed this in our Corporate Governance Statement:	Where a box below is ticked, we have NOT followed the recommendation in full for the whole of the period above. Our reasons for not doing so are: <sup>5</sup>
2.3	<p>A listed entity should disclose:</p> <p>(a) the names of the directors considered by the board to be independent directors;</p> <p>(b) if a director has an interest, position, affiliation 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 or relationship in question and an explanation of why the board is of that opinion; and</p> <p>(c) the length of service of each director.</p>	<p><input checked="" type="checkbox"/></p> <p>and we have disclosed the names of the directors considered by the board to be independent directors in our Corporate Governance Statement at:  <a href="https://investors.universalstore.com/investor-centre/#governance">https://investors.universalstore.com/investor-centre/#governance</a>  and, where applicable, the information referred to in paragraph (b) in our Corporate Governance Statement at:  <a href="https://investors.universalstore.com/investor-centre/#governance">https://investors.universalstore.com/investor-centre/#governance</a>  and the length of service of each director in our Corporate Governance Statement at:  <a href="https://investors.universalstore.com/investor-centre/#governance">https://investors.universalstore.com/investor-centre/#governance</a></p>	
2.4	A majority of the board of a listed entity should be independent directors.	<input checked="" type="checkbox"/>	
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.	<input checked="" type="checkbox"/>	
2.6	A listed entity should have a program for inducting new directors and for periodically reviewing whether there is a need for existing directors to undertake professional development to maintain the skills and knowledge needed to perform their role as directors effectively.	<input checked="" type="checkbox"/>	

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<b>PRINCIPLE 3 – INSTIL A CULTURE OF ACTING LAWFULLY, ETHICALLY AND RESPONSIBLY</b>			
3.1	A listed entity should articulate and disclose its values.	<input checked="" type="checkbox"/> and we have disclosed our values in our Corporate Governance Statement at: <a href="https://investors.universalstore.com/investor-centre/#governance">https://investors.universalstore.com/investor-centre/#governance</a>	
3.2	A listed entity should: (a) have and disclose a code of conduct for its directors, senior executives and employees; and (b) ensure that the board or a committee of the board is informed of any material breaches of that code.	<input checked="" type="checkbox"/> and we have disclosed our code of conduct in our Corporate Governance Statement at: <a href="https://investors.universalstore.com/investor-centre/#governance">https://investors.universalstore.com/investor-centre/#governance</a>	
3.3	A listed entity should: (a) have and disclose a whistleblower policy; and (b) ensure that the board or a committee of the board is informed of any material incidents reported under that policy.	<input checked="" type="checkbox"/> and we have disclosed our whistleblower policy in our Corporate Governance Statement at: <a href="https://investors.universalstore.com/investor-centre/#governance">https://investors.universalstore.com/investor-centre/#governance</a>	
3.4	A listed entity should: (a) have and disclose an anti-bribery and corruption policy; and (b) ensure that the board or committee of the board is informed of any material breaches of that policy.	<input checked="" type="checkbox"/> and we have disclosed our anti-bribery and corruption policy in our Corporate Governance Statement at: <a href="https://investors.universalstore.com/investor-centre/#governance">https://investors.universalstore.com/investor-centre/#governance</a>	



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<b>PRINCIPLE 4 – SAFEGUARD THE INTEGRITY OF CORPORATE REPORTS</b>			
4.1	<p>The board of a listed entity should:</p> <p>(a) have an audit committee which:</p> <p>(1) has at least three members, all of whom are non-executive directors and a majority of whom are independent directors; and</p> <p>(2) is chaired by an independent director, who is not the chair of the board,</p> <p>and disclose:</p> <p>(3) the charter of the committee;</p> <p>(4) the relevant qualifications and experience of the members of the committee; and</p> <p>(5) in relation to each reporting period, the number of times the committee met throughout the period and the individual attendances of the members at those meetings; or</p> <p>(b) if it does not have an audit committee, disclose 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.</p>	<p><input checked="" type="checkbox"/></p> <p><i>[If the entity complies with paragraph (a):]</i></p> <p>and we have disclosed a copy of the charter of the committee at: <a href="https://investors.universalstore.com/investor-centre/#governance">https://investors.universalstore.com/investor-centre/#governance</a> and the information referred to in paragraphs (4) and (5) in our Corporate Governance Statement and in the Directors' Report (Annual Report) at <a href="https://investors.universalstore.com/investor-centre/#governance">https://investors.universalstore.com/investor-centre/#governance</a></p>	
4.2	<p>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.</p>	<p><input checked="" type="checkbox"/></p>	
4.3	<p>A listed entity should disclose its process to verify the integrity of any periodic corporate report it releases to the market that is not audited or reviewed by an external auditor.</p>	<p><input checked="" type="checkbox"/></p>	

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<b>PRINCIPLE 5 – MAKE TIMELY AND BALANCED DISCLOSURE</b>			
5.1	A listed entity should have and disclose a written policy for complying with its continuous disclosure obligations under listing rule 3.1.	<input checked="" type="checkbox"/> and we have disclosed our disclosure policy in our Corporate Governance Statement at: <a href="https://investors.universalstore.com/investor-centre/#governance">https://investors.universalstore.com/investor-centre/#governance</a>	
5.2	A listed entity should ensure that its board receives copies of all material market announcements promptly after they have been made.	<input checked="" type="checkbox"/>	
5.3	A listed entity that gives a new and substantive investor or analyst presentation should release a copy of the presentation materials on the ASX Market Announcements Platform ahead of the presentation.	<input checked="" type="checkbox"/>	
<b>PRINCIPLE 6 – RESPECT THE RIGHTS OF SECURITY HOLDERS</b>			
6.1	A listed entity should provide information about itself and its governance to investors via its website.	<input checked="" type="checkbox"/> and we have disclosed information about us and our governance on our website at: <a href="https://investors.universalstore.com/investor-centre/#governance">https://investors.universalstore.com/investor-centre/#governance</a>	
6.2	A listed entity should have an investor relations program that facilitates effective two-way communication with investors.	<input checked="" type="checkbox"/>	
6.3	A listed entity should disclose how it facilitates and encourages participation at meetings of security holders.	<input checked="" type="checkbox"/> and we have disclosed how we facilitate and encourage participation at meetings of security holders in our Corporate Governance Statement at: <a href="https://investors.universalstore.com/investor-centre/#governance">https://investors.universalstore.com/investor-centre/#governance</a>	
6.4	A listed entity should ensure that all substantive resolutions at a meeting of security holders are decided by a poll rather than by a show of hands.	<input checked="" type="checkbox"/>	
6.5	A listed entity should give security holders the option to receive communications from, and send communications to, the entity and its security registry electronically.	<input checked="" type="checkbox"/>	

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<b>PRINCIPLE 7 – RECOGNISE AND MANAGE RISK</b>			
7.1	<p>The board of a listed entity should:</p> <p>(a) have a committee or committees to oversee risk, each of which:</p> <p>(1) has at least three members, a majority of whom are independent directors; and</p> <p>(2) is chaired by an independent director, and disclose:</p> <p>(3) the charter of the committee;</p> <p>(4) the members of the committee; and</p> <p>(5) 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</p> <p>(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.</p>	<p><input checked="" type="checkbox"/></p> <p><i>[If the entity complies with paragraph (a):]</i></p> <p>and we have disclosed a copy of the charter of the committee at: <a href="https://investors.universalstore.com/investor-centre/#governance">https://investors.universalstore.com/investor-centre/#governance</a> and the information referred to in paragraphs (4) and (5) in our Corporate Governance Statement and in the Directors' Report (Annual Report) at <a href="https://investors.universalstore.com/investor-centre/#governance">https://investors.universalstore.com/investor-centre/#governance</a></p>	
7.2	<p>The board or a committee of the board should:</p> <p>(a) review the entity's risk management framework at least annually to satisfy itself that it continues to be sound and that the entity is operating with due regard to the risk appetite set by the board; and</p> <p>(b) disclose, in relation to each reporting period, whether such a review has taken place.</p>	<p><input checked="" type="checkbox"/></p> <p>and we have disclosed whether a review of the entity's risk management framework was undertaken during the reporting period at: <a href="https://investors.universalstore.com/investor-centre/#governance">https://investors.universalstore.com/investor-centre/#governance</a></p>	
7.3	<p>A listed entity should disclose:</p> <p>(a) if it has an internal audit function, how the function is structured and what role it performs; or</p> <p>(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 governance, risk management and internal control processes.</p>	<p><input checked="" type="checkbox"/></p> <p>and we have disclosed the fact that we do not have an internal audit function and the processes we employ for evaluating and continually improving the effectiveness of our risk management and internal control processes at: <a href="https://investors.universalstore.com/investor-centre/#governance">https://investors.universalstore.com/investor-centre/#governance</a></p>	

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7.4	A listed entity should disclose whether it has any material exposure to environmental or social risks and, if it does, how it manages or intends to manage those risks.	<input checked="" type="checkbox"/> and we have disclosed whether we have any material exposure to environmental and social risks at: <a href="https://investors.universalstore.com/investor-centre/#governance">https://investors.universalstore.com/investor-centre/#governance</a> and, if we do, how we manage or intend to manage those risks at: <a href="https://investors.universalstore.com/investor-centre/#governance">https://investors.universalstore.com/investor-centre/#governance</a>	

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<b>PRINCIPLE 8 – REMUNERATE FAIRLY AND RESPONSIBLY</b>			
8.1	<p>The board of a listed entity should:</p> <p>(a) have a remuneration committee which:</p> <p>(1) has at least three members, a majority of whom are independent directors; and</p> <p>(2) is chaired by an independent director, and disclose:</p> <p>(3) the charter of the committee;</p> <p>(4) the members of the committee; and</p> <p>(5) 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</p> <p>(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.</p>	<p><input checked="" type="checkbox"/></p> <p>and we have disclosed a copy of the charter of the committee at: <a href="https://investors.universalstore.com/investor-centre/#governance">https://investors.universalstore.com/investor-centre/#governance</a> and the information referred to in paragraphs (4) and (5) in paragraphs (4) and (5) in our Corporate Governance Statement and in the Directors' Report (Annual Report) at <a href="https://investors.universalstore.com/investor-centre/#governance">https://investors.universalstore.com/investor-centre/#governance</a></p>	
8.2	<p>A listed entity should separately disclose its policies and practices regarding the remuneration of non-executive directors and the remuneration of executive directors and other senior executives.</p>	<p><input checked="" type="checkbox"/></p> <p>and we have disclosed separately our remuneration policies and practices regarding the remuneration of non-executive directors and the remuneration of executive directors and other senior executives at: <a href="https://investors.universalstore.com/investor-centre/#governance">https://investors.universalstore.com/investor-centre/#governance</a></p>	
8.3	<p>A listed entity which has an equity-based remuneration scheme should:</p> <p>(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</p> <p>(b) disclose that policy or a summary of it.</p>	<p><input checked="" type="checkbox"/></p> <p>and we have disclosed our policy on this issue or a summary of it at: <a href="https://investors.universalstore.com/investor-centre/#governance">https://investors.universalstore.com/investor-centre/#governance</a></p>	

## Key to Disclosures Corporate Governance Council Principles and Recommendations

Corporate Governance Council recommendation		Where a box below is ticked, <sup>4</sup> we have followed the recommendation <u>in full</u> for the <u>whole</u> of the period above. We have disclosed this in our Corporate Governance Statement:	Where a box below is ticked, we have NOT followed the recommendation in full for the whole of the period above. Our reasons for not doing so are: <sup>5</sup>
<b>ADDITIONAL RECOMMENDATIONS THAT APPLY ONLY IN CERTAIN CASES</b>			
9.1	A listed entity with a director who does not speak the language in which board or security holder meetings are held or key corporate documents are written should disclose the processes it has in place to ensure the director understands and can contribute to the discussions at those meetings and understands and can discharge their obligations in relation to those documents.		<input checked="" type="checkbox"/> we do not have a director in this position and this recommendation is therefore not applicable <b>OR</b>
9.2	A listed entity established outside Australia should ensure that meetings of security holders are held at a reasonable place and time.		<input checked="" type="checkbox"/> we are established in Australia and this recommendation is therefore not applicable <b>OR</b>
9.3	A listed entity established outside Australia, and an externally managed listed entity that has an AGM, should ensure that its external auditor attends its AGM and is available to answer questions from security holders relevant to the audit.		<input checked="" type="checkbox"/> we are established in Australia and not an externally managed listed entity and this recommendation is therefore not applicable

# CORPORATE GOVERNANCE STATEMENT

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Universal Store Holdings Limited (**Universal Store** and or **Company**) are committed to achieving and demonstrating the highest standards of corporate governance to protect and enhance shareholder interests.

This Corporate Governance Statement:

- reports against the 4th edition of the ASX Corporate Governance Council's Principles and Recommendations (**ASX Principles**)  
The practices detailed in this Corporate Governance Statement are current as at **25 August 2022**; and
  - has been approved by the Board and is located on Universal Store's website at <https://investors.universalstore.com/investor-centre/#governance>
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## PRINCIPLE 1: THE BOARD LAYS SOLID FOUNDATIONS FOR MANAGEMENT AND OVERSIGHT

### Board responsibilities and delegations

The Company's Board Charter was adopted by the Board in October 2020. The Board Charter is located on the Universal Store website at <https://investors.universalstore.com/investor-centre/#governance>

The Board Charter provides a framework for the effective operation of the Board, setting out:

- the Board's role and responsibilities and size, composition and independence;
- the relationship and interaction between the Board and Management; and
- the authority delegated by the Board to Management and Board committees.

The Board Charter provides that the Board's role is to, amongst other things:

- represent and serve the interests of Shareholders by overseeing and appraising Universal Store's strategies, policies and performance;
- oversee Universal Store, including providing leadership and setting its objectives;
- approve and monitor systems of risk management, internal compliance, accountability and control, codes of conduct and legal compliance to ensure appropriate compliance frameworks and controls are in place;
- set the risk appetite within which the Board expects Management to operate;
- monitor Senior Management's performance and approve remuneration policies and practices;
- monitor implementation of strategy and ensure appropriate resources are available;
- approve and monitor the progress of major capital expenditure, capital management and acquisitions and divestitures;
- approve budgets;
- review and approve Universal Store's financial statements and reports;
- approve and monitor the corporate, financial and other reporting systems of the Universal Store, including external audit, and oversee their integrity;
- adopt appropriate procedures to ensure compliance with all laws, governmental regulations and accounting standards, including establishing procedures to ensure information that a reasonable person would expect to have a material effect on the price or value of the Shares is appropriately and accurately disclosed on a timely basis in accordance with all legal and regulatory requirements; and
- monitor the effectiveness of the Universal Store's governance practices.

The Board's responsibilities include the appointment and replacement of a Chair, the CEO and other members of Senior Management and the Directors, reviewing their performance and remuneration, review of corporate codes of conduct and other policies and approval of major capital expenditure, acquisitions and divestitures in excess of authority levels delegated to management.

The Board Charter provides that the Company Secretary is directly accountable to the Board through the Chair on all matters to do with the proper functioning of the Board including advising the Board and its Committees on governance matters and monitoring that Board and Board Committee policies and procedures are followed.

# CORPORATE GOVERNANCE STATEMENT (CONTINUED)

The Board Charter delegates responsibility for day-to-day management and administration of the Universal Store Group to the CEO. The CEO is responsible for providing effective leadership, direction and supervision of Senior Management to achieve the strategies, business plans and budgets adopted by the Board and ensuring compliance with all applicable laws and regulations. The CEO may delegate aspects of his or her authority and power but remains accountable to the Board for Universal Store's performance and is required to report regularly to the Board on progress made by Universal Store's business units. The Board has procedures in place to regularly assess the performance of the CEO and Senior Management.

## Board Committees

The Board has established two Committees to assist it in discharging its functions:

- Audit and Risk Management Committee (ARC); and
- People and Remuneration Committee (PRC).

## Board meetings and attendance

The Board meets as often as necessary to fulfil its role. Directors are required to allocate sufficient time to Universal Store to perform their responsibilities effectively, including adequate time to prepare for Board meetings. During FY22, the Board met 16 times.

For full details of Directors' attendance at Board and Committee Meetings for FY22, refer to "Meetings of directors" on page 41 of the Company's Annual Report.

## Access to information and independent professional advice

Directors have access to management to seek explanations and information and to auditors to seek explanations and information without management being present.

Each Director has the right to seek, at the expense of the Company, any independent professional advice that they consider necessary to fulfil their responsibilities and to exercise independent judgment when making decisions, subject to the approval of the Chair.

## Background checks before appointing directors and senior executives

Prior to the appointment of a new director, the Board with assistance from the PRC undertakes appropriate background checks as to his or her character, experience, education, criminal record and bankruptcy history. In the case of a director candidate, prior to appointment, the candidate is required to provide the Chair with details of other commitments and an indication of time involved, and to acknowledge that he or she will have adequate time to fulfil his or her responsibilities as a Director of Universal Store.

Universal Store has entered into written agreements with each Director (and Senior Management) setting out the terms, conditions and responsibilities of their appointment. In accordance with Listing Rule 3.16.4, Universal Store discloses, to the extent required, the key terms of, or material variations to, all employment, service or consultancy agreements with the CEO, Directors or other related parties.

The Board reviews the performance of Directors before they stand for re-election. Further to this, Universal Store provides shareholders with all material information in its possession relevant to a decision on whether or not to elect or re-elect a Director at a General Meeting.

## Diversity

Universal Store values a strong and diverse workforce and is committed to developing measurable objectives of diversity and inclusion in its workplace. Universal Store has implemented a diversity policy, with meritocracy the guiding principle, which is overseen by the Board and which aligns Universal Store's management systems with the commitment to develop a culture that values and achieves diversity in its workforce and on its Board.

In accordance with its diversity policy, Universal Store is committed to providing access to equal opportunities at all levels of work based on merit and fostering a corporate culture that embraces and values diversity.

The Board reviews Universal Store's diversity policy as necessary to ensure it complies with any applicable legal requirements and remains relevant and effective. The diversity policy was adopted by the Board in October 2020. The policy is available on the Universal Store website at <https://investors.universalstore.com/investor-centre/#governance>



## Measurable objectives

The Board plays a specific role in driving diversity, particularly gender diversity across the business by reviewing and approving annual diversity objectives and progress towards these objectives.

Universal Store's diversity policy sets out a number of responsibilities including to:

- annually set measurable objectives for achieving gender diversity in the composition of its Board, Senior Management and workforce generally (**Objectives**) and, where appropriate, other aspects of diversity including respect of women in leadership, age diversity and cultural diversity;
- assess annually Universal Store's progress in achieving the Objectives; and
- disclose:
  - the Objectives set for the relevant reporting period and Universal Store's progress in achieving the Objectives in the Company's annual report; and
  - the respective proportions of men and women on the Board, in senior executive positions and across the whole workforce (including how the entity has defined "senior executive" for these purposes) or the entity's Gender Equality Indicators, as defined in the *Workplace Gender Equality Act 2012* (Cth).

The Board, on the advice of the PRC, set the below measurable Objectives for the 2022 financial year.

### Universal Store's diversity objectives for FY22 and FY23

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#### ***Continue to conduct induction and ongoing education programs for team members on respect in the workplace and the value of diversity.***

Throughout FY22 the business embarked on a companywide behaving professionally training and have now embedded this training into onboarding and induction processes. Focus training sessions within certain departments have been held to target specific areas of opportunity. The annual psychological safety survey results improved on the year prior and feedback from the team related to diversity topics are addressed in department improvement plans.

In FY23 diversity awareness and inclusion of our disability community will commence. The Group are partnering with Young Care, a charity that seeks to ensure young people dealing with disability have their unique needs met and are welcomed and included in society. Further social media and web site platforms will drive inclusion via the choice of models and stories shared.

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#### ***Identify and create development plans for high-performing and high-potential men across the business.***

Progress has been made in FY22 within the support office, attracting and retaining emerging male leaders across our Senior executives. Currently achieving a 50% ratio of men and women in our Senior executives' positions. The Group implemented EQ face-face training for selected levels of management and updated advertisements to provide a more gender-neutral tone.

FY23 will continue to focus on creating and targeting opportunities for men to join, across store teams.

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#### ***Increase work opportunities for First Nations Peoples.***

The group commenced a program of work in FY22 to produce a Reconciliation Action Plan (**RAP**), which is a framework to support the national reconciliation movement within our business. The RAP plan will launch and progress in FY23.

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#### ***Seek gender equality at board level should vacancies arise with 33% female, 33% male and 33% either male or female.***

The board now consists of an equal portion of females to males.

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# CORPORATE GOVERNANCE STATEMENT (CONTINUED)

## Gender Diversity metrics

Universal Store's workforce gender diversity as at 30 June 2022 (against 30 June 2021) is as follows:

Universal Store level	Female 30 June 2022		Male 30 June 2022		Female 30 June 2021		Male 30 June 2021	
	Female number	% of women	Male number	% of men	Female number	% of women	Male number	% of men
Board of Directors	3	50	3	50	2	33	4	67
Senior Executives*	11	50	11	50	16	67	8	33
Employees Perm – HC	179	75	61	25	161	74	56	26
Employees Casual – HC	1031	73	387	30	827	70	356	30
Universal Store (entire organisation)	1224	73	462	27	1006	70	424	30

\* Senior Executives includes senior management who report directly to the CEO and the next layer of senior leaders who report to those Senior Executives.

The PRC is responsible for assessing whether there is any gender or other inappropriate bias with respect to the remuneration of Directors, the Senior Management or other employees.

## Performance review of the Board

The Board with assistance from the PRC (if required) is responsible for evaluating and reviewing the performance of the Board and its Committees, both collectively and individually.

The Board and its Committees periodically self-assess their performance against a range of criteria developed annually by the PRC. A formal evaluation of Board and Committee, and individual Director performance was undertaken in April 2022 for the FY22 Financial Year. The review was conducted internally by the Chair via a questionnaire and discussions with individual Directors. The results of the review were discussed by the Board in May 2022 and feedback from the evaluation will be adopted and actioned.

## Performance Review of the CEO and Senior Executives

Universal Store's Board Charter provides that the Board is responsible for monitoring the performance of the CEO and Senior Managers. It is a responsibility of the PRC to annually review the performance of the CEO and, as appropriate, review and make recommendations to the Board on remuneration arrangements for the CEO and Senior Managers.

The performance of the CEO and Senior Managers are assessed annually in August for the preceding financial year with reference to agreed guidelines approved by the Board. The performance assessment for FY21 was conducted in August 2021 and for FY22 in August 2022. Details of the remuneration of the Senior Executives who are considered by the Company to be Key Management Personnel are set out in the Remuneration Report.

## PRINCIPLE 2: THE BOARD IS STRUCTURED TO ADD VALUE

### People and Remuneration Committee (PRC)

The Board may, from time to time, establish appropriate committees to assist in the discharge of its responsibilities. The Board has established the PRC.

The PRC Charter requires that the committee must have at least three members, a majority of whom must be independent Directors and all of whom must be Non-Executive Directors.

The PRC has three members, all of whom are independent Non-Executive Directors, being Trent Peterson (Chair), David MacLean and Peter Birtles.

The PRC's primary responsibilities with respect to nominations include:

- reviewing and recommending to the Board the size and composition of the Board, including reviewing Board succession plans and the succession of the Chairman and CEO, having regard to the objective that the Board comprise directors with a broad range of skills, expertise and experience from a broad range of backgrounds, including gender;

- reviewing and recommending to the Board the criteria for Board membership; and
- assisting the Board as required in relation to the performance evaluation of the Board, its committees and individual directors and CEO, and in developing and implementing plans for identifying, assessing and enhancing director competencies.

During the reporting period, all nominations related responsibilities were discharged by the Board.

For details of the qualifications and experience of each PRC member, refer to “Board of Directors”, contained within the Annual Report. For details regarding the number of PRC meetings and the attendance at those meetings, refer to “Board of Directors – Attendance at meetings” contained within the Annual Report.

Further detail in relation to the PRC’s function as a remuneration committee is available under Principle 8 of this Corporate Governance Statement.

The PRC Charter was adopted by the Board in October 2020. The PRC Charter is located on Universal Store’s website at <https://investors.universalstore.com/investor-centre/#governance>

### Composition of the Board and details of Directors

The Board considers an independent Director to be 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 reasonably be perceived to interfere with the independent and unfettered exercise of their judgement. The Board considers the materiality of any given relationship on a case-by-case basis.

The Board regularly reviews the independence of each Director in light of information disclosed by each Director to the Board. The Chair of the Board is considered independent and is separate from the CEO. The Board is comprised of five independent directors and one non-independent director, who is an executive of the Company.

The Board considers Peter Birtles, David MacLean, Trent Peterson, Kaylene Gaffney and Renee Gamble to be independent Directors, free from any business or any other relationship that could materially interfere with, or reasonably be perceived to interfere with the independent exercise of the Director’s judgement and each is able to fulfil the role of an independent director for the purposes of the ASX Principles. None of these Directors are acting as nominees or representatives of any current or former shareholder of Universal Store or have disclosed any interest which may materially impact on their independence.

Dorothy Alice Barbary is considered by the Board not to be independent for the purposes of ASX Principles as she is the CEO of Universal Store. There is a clear division of responsibility between the independent Non-Executive Chair and the CEO.

Each Director must provide to the Board all information relevant to the assessment of his or her independence and where a Director’s independence status changes, Universal Store will immediately disclose and explain this to the market.

The below table sets out the independence status of each current director:

Director*	Independent Status	Appointment Date
Peter Birtles (Chair)	Independent Non-Executive Director	27 October 2020
Dorothy Alice Barbary (CEO)	Non-Independent Executive Director	27 October 2020
Renee Gamble	Independent Non-Executive Director	01 December 2021
Kaylene Gaffney	Independent Non-Executive Director	27 October 2020
David MacLean	Independent Non-Executive Director	9 October 2019
Trent Peterson	Independent Non-Executive Director	20 September 2018

\* Srdjan Dangubic, who was considered not to be independent, resigned from the Universal Store Board 31st December 2021.

For details of the current Directors, their qualifications, skills and experience refer to the “Directors’ Report”, contained within the Company’s Annual Report.

# CORPORATE GOVERNANCE STATEMENT (CONTINUED)

## Board skills matrix

Under the Company's Constitution, the Board must comprise of at least three Directors and a maximum of seven Directors. The Board regularly reviews the composition of the Board, considering the number and skill mix of the Directors.

The Board has developed a Board Skills Matrix which is located on Universal Store's website at <https://investors.universalstore.com/investor-centre/#governance>

The Board recognises that skills such as leadership and previous experience as a chief executive, chair or board member of a large organisation have traditionally been prerequisites to appointment as a director. The Board further recognises that other skills gained from experience in the following areas are key skills and experience that the collective Board comprises of:

Skill	Directors with skill set		
Contemporary corporate governance in listed companies	33.3%	33.3%	33.3%
Corporate development and capital management	50.0%		50.0%
Corporate finance and accounting	50.0%		50.0%
Executive leadership	16.7%	16.7%	66.7%
Human resource governance and management	33.3%	33.3%	33.3%
International experience	33.3%	33.3%	33.3%
Retail and consumer sector	16.7%		83.3%
Risk management	16.7%	66.7%	16.7%
Stakeholder management (investors/regulators/government/community)		83.3%	16.7%
Strategy development and oversight	50.0%		50.0%
Technology, digital and innovation	16.7%	66.7%	16.7%

Level 1 – Limited or not current capability
  Level 2 – Significant capability in some aspects
  Level 3 – Significant capability in most aspects

The Board considers, and where necessary, updates, the Board skills matrix at least annually to ensure that as Universal Store develops, the Board comprises the appropriate mix of skills, expertise, experience, and diversity to deal with new and emerging business and governance issues.

## Induction and education

The PRC with the assistance of the Company Secretary is responsible for arranging for any new director to undertake an induction program to enable them to gain an understanding of the Company's operations and the industry sectors in which it operates, the culture and values of the Company, the Company's financial, strategic, operational and risk management position and their rights, duties and responsibilities.

The Board, with the assistance of the PRC and the Company Secretary arranges for appropriate professional development opportunities to be made available to directors to develop and maintain their skills and knowledge needed to perform their role as directors effectively.

## **PRINCIPLE 3: THE BOARD ACTS ETHICALLY AND RESPONSIBLY**

### **Values**

The Universal Store mission is to 'make the world a more welcoming place', creating memorable and positive experiences for all, one interaction at a time. The Groups values are care for everyone, make it work, contribute, here to help and better than good.

### **Code of Conduct**

The Board recognises the need to observe a high standard of corporate practice and business conduct. Accordingly, the Board adopted a formal Code of Conduct. All Universal Store Directors, officers, senior executives, employees, contractors and consultants must comply with the Code of Conduct.

The key aspects of the code are to:

- act with integrity – being honest, ethical, fair and trustworthy in all business dealings and relationships and in the best interests of Universal Store;
- act in accordance with all applicable laws, regulations, policies and procedures;
- disclose and manage any conflicts between Universal Store's interests and their personal interests;
- report breaches of the Code to an appropriate person within Universal Store; and
- use Universal Store's resources and property properly.

The Code of Conduct sets out the Company's policies on various matters including ethical conduct, business conduct, compliance, privacy, security of information, integrity, conflicts of interest and corporate social responsibility.

The Code of Conduct was adopted by the Board in October 2020. The Code of Conduct is located on Universal Store's website at <https://investors.universalstore.com/investor-centre/#governance>

### **Whistleblower Policy**

The Company is committed to fostering a culture of compliance, ethical behaviour and good corporate governance. It values teamwork, respect and integrity and encourages a culture where officers, employees or contractors do not suffer detriment because they report potential misconduct concerns. This Board has adopted the Whistleblower Policy to provide a safe and confidential environment for people to raise those concerns without fear of reprisal.

The policy explains when a whistleblower will be protected for speaking up about misconduct, what protections they will have if they speak up, and how disclosures are managed under the policy. The Board and/or the ARC receives reporting on active whistleblowing matters, and is also informed of any material incidents reported under the policy.

The Whistleblower Policy is located on Universal Store's website at <https://investors.universalstore.com/investor-centre/#governance>

### **Anti-Bribery and Corruption Policy**

The Company is committed to conducting our business activities in an ethical, lawful and socially responsible manner, and in accordance with the laws and regulations of the countries in which we operate. Universal Store's reputation as an ethical business organisation is important to its ongoing success. Engaging in bribery and corrupt conduct is contrary to this commitment and constitutes a serious offence with criminal and civil penalties. It also exposes Universal Store to significant reputational damage.

The Board has adopted an Anti-Bribery and Corruption (**ABC**) Policy which applies to all employees, officers, directors and in certain circumstances, consultants, secondees, contractors, agents and intermediaries representing us. The policy details what behaviour is prohibited under the ABC Policy and what procedures have been implemented to monitor compliance and consequences for breaches of the policy. Any material breach of the ABC Policy are reported to the Board.

The ABC Policy is located on Universal Store's website at <https://investors.universalstore.com/investor-centre/#governance>

### **Securities Trading Policy**

The Company has adopted a Securities Trading Policy which applies to the Company and its Directors, officers, employees and management, including those persons having authority and responsibility for planning, directing and controlling the activities of Universal Store, whether directly or indirectly.

# CORPORATE GOVERNANCE STATEMENT (CONTINUED)

The policy explains the types of conduct in relation to dealings in securities that are prohibited under the Corporations Act and establish procedures in relation to Directors, Management or employees dealing in securities to ensure that public confidence is maintained in the reputation of the Company, the Directors, Management and employees and in the trading of the Company's securities.

The policy provides that Directors, Management and employees must not deal in the Company's securities when they are aware of "inside" information. Directors and certain restricted employees must not deal in the Company's securities during any of the following blackout periods:

- from the close of trading on the ASX on 31st May each year until 10:00am AEST on the ASX trading day following the day on which the Company's full-year results are released to the ASX;
- the period from the close of trading on the ASX on 30th November each year until 10:00am AEST on the ASX trading day following the day on which the Company's half-year results are released to the ASX;
- from the close of the ASX trading day two weeks prior to the date of the Company's Annual General Meeting (**AGM**) until 10:00am AEST on the ASX trading day following the date of the Company's AGM; and
- any other period that the Board specifies from time to time.

Directors and restricted employees must receive prior approval for any proposed dealing in the Company's securities outside of the above blackout periods (including any proposed dealing by one of their connected persons).

In all instances, buying or selling of Shares is not permitted at any time by any person who possesses inside information.

The Securities Trading Policy is located on Universal Store's website at <https://investors.universalstore.com/investor-centre/#governance>

## PRINCIPLE 4: THE BOARD SAFEGUARDS THE INTEGRITY OF CORPORATE REPORTS

### Audit and Risk Committee (ARC)

The ARC Charter requires that the committee must have at least three members, a majority of whom must be independent Directors and all of whom must be Non-Executive Directors. The committee must also have an independent Chair who is not the Chair of the Board. In addition, all members of this committee must be financially literate and have familiarity with financial and accounting matters and at least one member must be a qualified accountant or other financial professional with appropriate expertise of financial and accounting matters.

The ARC has three members all of whom are independent Non-Executive Directors. The ARC currently comprises of Kaylene Gaffney (Chair), Peter Birtles and Renee Gamble. They are all financially literate with both Peter and Kaylene qualified accountants.

The primary role of the ARC is to assist the Board in carrying out its accounting, auditing and financial reporting responsibilities including:

- engaging in the oversight of, and assessing the adequacy of, Universal Store's financial reporting and disclosure processes and overseeing and reviewing the outputs of that process;
- assessing the appropriateness and application of Universal Store's accounting policies and principles and any changes to them, so that they accord with the applicable financial reporting framework;
- assessing the appropriateness of any significant accounting estimates, judgements or choices contained in Universal Store's financial reports;
- reviewing all half-yearly and annual reports with management, advisers, and the external auditors (as appropriate) and recommending the applicable accounts' adoption by the Board if those reports reflect the understanding of the members of the committee, and otherwise provide a true and fair view of the financial position of the Universal Store;
- overseeing the establishment and implementation of risk management and internal compliance and control systems and ensuring that there is a mechanism for assessing the ongoing efficacy of those systems;
- approving the terms of engagement with the external auditor at the beginning of each financial year;
- approving policies and procedures for appointing or removing an external auditor and for external audit engagement partner rotation; and
- meeting periodically with the external auditor and inviting them to attend committee meetings to assist the committee to discharge its obligations.

Under the charter, it is the policy of the Company that its external auditing firm must be independent of it. The committee will review and assess the independence of the external auditor on an annual basis.

The ARC may obtain information from, and consult with, management, the external auditor and external advisers, as it considers appropriate. The ARC also has access to the external auditor to discuss matters without Management being present.

For details of the qualifications and experience of each ARC member, refer to “Board of Directors”, contained within the Annual Report. For details regarding the number of ARC meetings and the attendance at those meetings, refer to “Board of Directors – Attendance at meetings” contained within the Annual Report.

Further detail in relation to the ARC’s function as a risk committee is available under Principle 7 of this Corporate Governance Statement.

The ARC Charter was adopted by the Board in October 2020. The ARC Charter is located on Universal Store’s website at <https://investors.universalstore.com/investor-centre/#governance>

### **CEO and CFO declaration**

Prior to Board approval of Universal Store’s annual financial reports, the CEO and CFO must provide the Board with the declarations required under section 295A of the Corporations Act and Recommendation 4.2 of the ASX Principles. This declaration is also provided prior to Board approval of Universal Store’s half-year financial reports required under Recommendation 4.2 and as if section 295A of the Corporations Act applied in respect of a half-year period.

### **Verify integrity of periodic corporate report**

All unaudited periodic corporate reports which are released to the market are reviewed and approved by the Board on the recommendation of the PRC, ARC or Management, following a robust review and verification process conducted by the CFO and other senior executives (as appropriate) with final review and sign-off provided by the CEO.

### **Auditor at AGM**

At Universal Store’s 2022 AGM, PricewaterhouseCoopers, as the independent external auditor, will be present and available to answer shareholder questions on the:

- conduct of the independent external audit;
- preparation and content of the independent external auditor’s report;
- accounting policies adopted in relation to the preparation of the financial statements; and
- independence of PricewaterhouseCoopers in relation to the conduct of the audit.

## **PRINCIPLE 5: THE BOARD MAKES TIMELY AND BALANCED DISCLOSURE**

It is the intention of the Board to ensure that Shareholders are kept informed of all major developments affecting the state of affairs of Universal Store.

The Company has adopted a Disclosure Policy which establishes procedures that are aimed at ensuring that Directors and Management are aware of, and fulfil, their obligations in relation to the timely disclosure of material price-sensitive information. Under the disclosure policy, the Board is responsible for managing the Company’s compliance with its continuous disclosure obligations. It is a standing agenda item at all Board meetings to consider any information that may be required to be disclosed to the ASX in accordance with the Company’s continuous disclosure obligations.

The Universal Store Disclosure Policy sets out Universal Store’s disclosure obligations under the Corporations Act and ASX Listing Rules and is located on Universal Store’s website at <https://investors.universalstore.com/investor-centre/#governance>

The Board has appointed the Company Secretary to act as Disclosure Officer for the Company. The Disclosure Officer has primary responsibility for all communication with the ASX on disclosure matters.

The Disclosure Officer, Board and Disclosure Committee are primarily responsible for assessing if information is price-sensitive and should be disclosed publicly under the Policy and ensuring that the Policy is implemented and enforced and that all material information is disclosed to the ASX as required by the Corporations Act and the Listing Rules.

The Disclosure Committee is comprised of Peter Birtles (Chair), Company Secretary, CEO and CFO.

# CORPORATE GOVERNANCE STATEMENT (CONTINUED)

All Directors are provided with copies of material market announcements promptly after they have been made.

Any new and substantive investor or analyst presentation is released on the ASX Market Announcements Platform ahead of the presentation being provided to investors or analysts.

## **PRINCIPLE 6: THE BOARD RESPECTS THE RIGHTS OF SECURITY HOLDERS**

The Board's aim is to ensure that Shareholders are provided with sufficient information to assess the performance of the Universal Store and that Shareholders are kept informed of all major developments affecting the state of affairs of the Universal Store in accordance with all applicable laws. In addition to the Company's continuous disclosure obligations, the Company has adopted a Shareholder Communications Policy to keep Shareholders informed.

### **Universal Store website**

Universal Store's website at <https://www.universalstore.com/> is kept current to maintain effective communication with shareholders and stakeholders. All ASX announcements made to the market, including annual and half-year financial results, are posted on the Company's website at <https://investors.universalstore.com/investor-centre/> as soon as they have been released by ASX. The full text of all notices of meetings and explanatory material, the Company's Annual Report, key policies, the charters of its Board committees and copies of all investor presentations made to analysts and media briefings are posted on the Company's website. The website also contains a facility for Shareholders to direct queries to the Company.

All ASX announcements made by Universal Store can also be accessed from the 'Announcements' section of the ASX website at [www.asx.com.au/asx/statistics/announcements.do](http://www.asx.com.au/asx/statistics/announcements.do), using Universal Store's ticker code: UNI.

### **Investor relations**

Relationships with investors are very important at Universal Store. Following Universal Store's release of its half-year and annual financial statements, Universal Store conducts investor briefings and investor roadshows with institutional groups and analysts.

Universal Store's AGM is usually held in November each year and the Chair, Directors and Key Management Personnel will engage with Shareholders in advance of and at the AGM, as appropriate.

### **Shareholder communications**

Shareholders may elect to receive all communications from the Universal Store share registry electronically. Electronic communications have the added advantage of being timelier and more cost-effective, which benefits all Universal Store shareholders and is encouraged by Universal Store. Shareholders should contact the Universal Store share registry if they wish to elect to receive electronic communications by emailing [registrars@linkmarketservices.com.au](mailto:registrars@linkmarketservices.com.au).

The Universal Store share registry is managed by Link Market Services Limited: [www.linkmarketservices.com.au](http://www.linkmarketservices.com.au).

### **Shareholder engagement and participation**

To encourage shareholder engagement and participation at the AGM, shareholders have the opportunity to attend the AGM, ask questions, participate in voting and meet the Board and the Management team. The 2021 AGM was held virtually having regard to restrictions and health guidance on COVID-19 and our intention is to hold the 2022 AGM in person. All shareholders were provided with a reasonable opportunity to attend and participate in the 2021 AGM meeting.

Shareholders who are unable to attend the AGM are encouraged to vote on the proposed motions by appointing a proxy via the proxy form that accompanies the notice of meeting, or online through the share registry's website. All substantive resolutions are decided by a poll.

Shareholders have the opportunity to submit written questions and comments to Universal Store and its external auditor.

Presentations and speeches made by the Chair and CEO at the AGM are made available on the ASX announcements platform, and Universal Store's website before the commencement of the meeting. Universal Store will also publish the results of the AGM to the ASX and on its website following the conclusion of the AGM.

Shareholders will be advised of the details of the 2022 AGM in mid-October, 2022.



## **PRINCIPLE 7: THE BOARD RECOGNISES AND MANAGES RISK**

### **Risk Management**

In its function as a risk committee, the ARC assists the Board in fulfilling its corporate governance responsibilities with regard to providing oversight and ensuring the soundness of Universal Store's risk management framework and internal control systems.

The ARC's primary responsibilities with respect to risk management include:

- overseeing the establishment and implementation of risk management and internal compliance and control systems and ensuring that there is a mechanism for assessing the ongoing efficacy of those systems;
- reviewing and approving policies and procedures on risk oversight and management; and
- receiving reports from Management concerning Universal Store's material risks in order to assess the internal processes for determining, monitoring and managing these risks and to monitor the risk profile of Universal Store.

The Board is responsible for overseeing the risk management framework and approving risk management strategy and policies. The Board has responsibility for identifying major risk areas, implementing risk management systems and setting the risk profile for Universal Store. The Board is responsible for monitoring risk management and establishing procedures which seek to provide assurance that major business risks are identified, consistently assessed and appropriately addressed. The Board may delegate these functions to the ARC.

Details of the ARC are contained in the disclosure under Principle 4. For details of the qualifications and experience of each ARC member, refer to "Board of Directors", contained within the Annual Report. For details regarding the number of ARC meetings and the attendance at those meetings, refer to "Board of Directors – Attendance at meetings" contained within the Annual Report.

In addition to the ARC, Universal Store has adopted a risk management policy. The Risk Management Policy is available on Universal Store's website at <https://investors.universalstore.com/investor-centre/#governance>. This policy highlights the risks relevant to the Company's operations and Universal Store's commitment to designing and implementing systems and methods appropriate to minimise and control its risks.

The Company regularly undertakes reviews of its risk management framework and procedures to ensure that it complies with its legal obligations, including assisting the CEO or CFO and Company Secretary to provide declarations required under section 295A of the Corporations Act. As part of the Company's listing on the ASX in November 2020, a review of the Company's key risks was undertaken as detailed in the Prospectus and a similar review occurred in FY22. More detail on key risks is contained in the Directors' Report (Annual Report), available on Universal Store's website at <https://investors.universalstore.com/investor-centre/#governance>.

### **Internal audit**

Given the size and scale of Universal Store's current operations, Universal Store has not established an internal audit function. Oversight of the effectiveness of Universal Store's risk management and internal control processes currently form part of the responsibilities of Management. The Board also relies on ongoing reporting and discussion of the management of material business risks to evaluate and continually improve the effectiveness of Universal Store's risk management and internal control processes. Whilst Universal Store does not have an internal audit function, we regularly engage with specialist partners to conduct audits (as necessary). As Universal Store's business operations continue to develop, the ARC may consider establishing an independent internal audit function in-house.

## **PRINCIPLE 8: THE BOARD REMUNERATES FAIRLY AND RESPONSIBLY**

### **People and Remuneration Committee (PRC)**

The PRC assists the Board in fulfilling its corporate governance responsibilities to remunerate fairly and responsibly. The PRC's primary responsibilities with respect to remuneration include:

- reviewing and recommending arrangements for the CEO and any other Executive Directors, and other members of Senior Management, including contract terms, annual remuneration, participation in the Company's short and long-term incentive plans and amendments to existing equity plans;
- reviewing major changes and developments in Universal Store's remuneration, recruitment, retention and termination policies and procedures for Senior Management;
- reviewing and approving short-term and long-term incentive strategy, performance hurdles and level of payments;

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- reviewing and recommending to the Board the remuneration arrangements for the Chair and the Non-Executive Directors of the Board, including fees, travel and other benefits; and
- ensuring coherent remuneration policies and practices are in place which enable Universal Store to attract and retain executives and Directors who will create value for Shareholders.

Details of the PRC are contained in the disclosure under Principle 2. For details of the qualifications and experience of each PRC member, refer to “Board of Directors”, contained within the Annual Report. For details regarding the number of PRC meetings and the attendance at those meetings, refer to “Board of Directors – Attendance at meetings” contained within the Annual Report.

## **Remuneration policies and practices**

Details about Universal Store’s remuneration strategy, framework, policies and practices are set out in the Company’s Remuneration Report which clearly distinguishes the structure of Non-Executive Directors’ remuneration from that of the Key Management Personnel.

The Universal Store Remuneration Report for the FY22 is set out from page 43 of the Annual Report.

## **Policy on hedging equity-based incentive schemes**

Universal Store has a Securities Trading Policy which 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). The Securities Trading Policy is located on Universal Store’s website at <https://investors.universalstore.com/investor-centre/#governance>