

# **Corporate governance 2021/22**

# Corporate governance

## 1 Basis of the corporate governance report

This corporate governance report of Schaffner Holding AG (“the Company”) describes the Schaffner Group’s principles of leadership and control, based on the Directive on Information Relating to Corporate Governance (DCG) issued by the SIX Swiss Exchange. Unless indicated otherwise, the information in this report for fiscal year 2021/22 is as at 30 September 2022 or for the year then ended. This corporate governance report substantially follows the current guidelines and recommendations of the Swiss Code of Best Practice for Corporate Governance issued by Economiesuisse, the Swiss business federation. The principles and rules of corporate governance are set out in the Articles of Association and the Organizational Regulations (German name: Organisationsreglement) of Schaffner Holding AG, which, like all of the Company’s relevant corporate governance documents, can be found at:

[www.schaffner.com/investors/corporate-governance](http://www.schaffner.com/investors/corporate-governance)

## 2 Governance-related events in fiscal year 2021/22

### 2.1 Resolutions of the most recent Annual General Meeting

At the 26th Annual General Meeting (AGM) of Schaffner Holding AG on 11 January 2022, shareholders re-elected the existing Board members Philipp Buhofer, Urs Kaufmann, Gerhard Pegam and Andrea Tranel as members of the Board of Directors for the term ending at the conclusion of the next AGM. Urs Kaufmann was re-elected as Chairman of the Board of Directors for the term ending at the conclusion of the next AGM, and he and Philipp Buhofer were appointed as members of the Nomination and Compensation Committee. Shareholders at the 26th AGM also appointed the lawyer and notary Jean-Claude Cattin, based in the town of Grenchen, as the independent proxy for a period of one fiscal year and re-elected BDO AG of Solothurn as the external auditors for fiscal year 2021/22. As well, the AGM approved the distribution of an ordinary dividend of CHF 4.50 per share entitled to dividends, and additionally the distribution of CHF 4.50 per share from the distributable share premium reserve. The AGM adopted the compensation report for fiscal year 2020/21 in a consultative vote. For the compensation of the Board of Directors, shareholders approved a maximum aggregate amount of CHF 550 thousand for the period to the 27th AGM, which will be held on 10 January 2023. For the compensation of the Executive Committee for fiscal year 2022/23, shareholders approved a maximum aggregate amount of CHF 2,500 thousand. The minutes of the 26th Annual General Meeting of Schaffner Holding AG (in German only) can be accessed on the Schaffner Group’s website under the “Annual General Meeting” tab found at:

[www.schaffner.com/investors/annual-general-meeting](http://www.schaffner.com/investors/annual-general-meeting)

## 2.2 Changes in Group structure

The Schaffner Group sold the former Power Magnetics division with effect from 30 June 2021. Since then, Schaffner's activities are focused on the core competency of EMC filter solutions for promising industrial markets and for electromobility. As a consequence, the Schaffner Group adjusted its management structure effective 1 October 2021: The existing "EMC" division was renamed the "Industrial" division. It serves markets such as machinery and robotics, medical technology, building services technology and electrical infrastructure. The EMC filter solutions business for electromobility and antennas for keyless authentication systems for the automobile industry will continue to operate as the Automotive division.

## 2.3 Changes on the Executive Committee in the year under review

Since 1 October 2021, CEO Marc Aeschlimann, in addition to managing the Schaffner Group as a whole, also directly leads the Industrial division. Guido Schlegelmilch, previously Head of the EMC division, took over Products & Technologies, a newly created strategic unit that provides the Industrial division with services encompassing research and development, innovation, technology and product management. As a result, he ceased to be a member of the Schaffner Group Executive Committee.

## 3 Group structure and significant shareholders

### 3.1 Group structure

#### 3.1.1 Group operating structure

The Schaffner Group has a divisional organizational structure, made up of the two divisions Industrial and Automotive. The reporting to the Executive Committee follows this structure.

The chart below shows the Group's operating structure at 30 September 2022:

<b>Annual General Meeting</b>
<b>Board of Directors</b>
Risk and Audit Committee, Nomination and Compensation Committee
<b>Executive Committee</b>
Group functions
Industrial division, Automotive division

The Chief Executive Officer has responsibility for the operational management of the Schaffner Group. He is also the head of the Executive Committee, which is the top echelon of the Group's operational management. The management of the Schaffner Group is provided by the Board of Directors and (through the Board's delegation of authority) by the Chief Executive Officer and the Executive Committee. The division of responsibilities between the Board, the Chief Executive Officer and the Executive Committee is described in this corporate governance report from page 35 in section 5.6, from page 36 in section 5.7 and from page 38 in section 6.

The Executive Committee had the following structure at 30 September 2022:

#### **Executive Committee**

Marc Aeschlimann	Chief Executive Officer
Christian Herren	Chief Financial Officer
Martin Lütenegger	Executive Vice President

More information about the Executive Committee is provided from page 38 in section 6 of this corporate governance report.

### **3.1.2 Listed companies**

The Schaffner Group maintains an international presence through a combination of its own subsidiaries and a network of independent distributors. The parent company of the Schaffner Group is Schaffner Holding AG, whose shares are traded on the SIX Swiss Exchange.

Schaffner Holding AG is the only Group company listed on a stock exchange.

Schaffner Holding AG is a public limited company incorporated in Switzerland and has its registered office in Luterbach. At 30 September 2022, the share capital consisted of 635,940 ordinary registered shares with a total nominal value of CHF 20,668,050.

<b>Registered office</b>	4542 Luterbach, Switzerland
<b>Listing exchange and regulatory standard</b>	SIX Swiss Exchange, Swiss Reporting Standard
<b>Swiss security number (Valor)</b>	906209
<b>ISIN</b>	CH 0 009 062 099
<b>Ticker symbol</b>	SAHN
<b>Nominal value per share</b>	CHF 32.50

Key share data for Schaffner Holding AG is provided on page 18 of this annual report.

### **3.1.3 Non-listed Group companies**

The directly and indirectly held companies consolidated in the Group accounts of Schaffner Holding AG are shown on page 89 of this report in the notes to the consolidated financial statements.

## **3.2 Significant shareholders**

At 30 September 2022, there were 1,047 shareholders registered with voting rights in the share register of Schaffner Holding AG (prior year: 1,099). Of the total issued shares, 0.9% were held by Schaffner Holding AG, as treasury shares (prior year: 0.9%). At 30 September 2022, shares of unregistered owners amounted to 12.5% of the issued shares (prior year: 14.9%).

According to the information available to the Board of Directors, the following shareholders held 3% or more of the share capital and voting rights of Schaffner Holding AG on the balance sheet date.

Shareholder	Equity interest
BURU Holding AG <sup>1</sup>	17.2%
J. Safra Sarasin Investmentfonds AG	9.8%
UBS Fund Management (Switzerland) AG	9.1%
Mirabaud – Equities Swiss Small and Mid	5.1%
Jörg Wolle	4.1%
Roger E. Lombard	3.1%
Marc Buhofer	3.1%
Matter Group AG <sup>2</sup>	3.0%

<sup>1</sup> Beneficial owners: Philipp Buhofer, Elisabeth Buhofer-Rubli, Martin Buhofer, Annelies Häcki-Buhofer.

<sup>2</sup> Beneficial owner: Thomas Matter.

In connection with the disclosure obligations under stock exchange law for shareholders whose share of voting rights reaches, rises above or falls below certain thresholds, the following shareholders filed notifications with Schaffner Holding AG and SIX Swiss Exchange AG in fiscal year 2021/22.

19 May 2022	Jörg Wolle Dissolution of a shareholder group
14 May 2022	Roger E. Lombard Dissolution of a shareholder group
14 May 2022	Marc Buhofer Dissolution of a shareholder group
13 May 2022	BURU Holding AG (beneficial owners: Philipp Buhofer, Elisabeth Buhofer-Rubli, Martin Buhofer, Annelies Häcki-Buhofer) Dissolution of a shareholder group
1 April 2022	RoPAS (CH) Institutional Fund - Equities Switzerland (5.66%) (beneficial owner: UBS Fund Management (Switzerland) AG) Reduction to below 10% of voting rights

Further information on significant shareholders is provided on page 104 in the notes to the company financial statements of Schaffner Holding AG. As well, a current list of significant shareholders is available on the website of the SIX Swiss Exchange at:

[www.ser-ag.com/en/resources/notifications-market-participants/significant-shareholders.html#/](http://www.ser-ag.com/en/resources/notifications-market-participants/significant-shareholders.html#/)

### 3.3 Cross-shareholdings

There were no cross-shareholdings between Schaffner and other publicly traded companies.

## 4 Capital structure

### 4.1 Issued share capital

Schaffner Holding AG has an issued share capital of CHF 20,668,050, consisting of 635,940 registered shares with a nominal value of CHF 32.50 per share. The issued shares are fully paid. Each share carries one vote at the General Meeting. All shares not held by the Company or by one of its subsidiaries carry dividend and voting rights.

### 4.2 Authorized unissued capital

#### 4.2.1 Authorized capital for equity-based compensation

Schaffner Holding AG at 30 September 2022 did not have unissued authorized capital designated for use in equity compensation plans (such capital is referred to in German as "bedingtes Kapital").

#### 4.2.2 Other authorized capital

Schaffner Holding AG at 30 September 2022 did not have other unissued authorized capital (i.e., authorized capital for purposes other than equity-based compensation; such other capital is known in German as "genehmigtes Kapital").

### 4.3 Changes in equity in the last three fiscal years

For fiscal year 2018/19, the Annual General Meeting on 14 January 2020 passed a resolution to distribute a dividend of CHF 2.50 per share as well as a repayment (exempt from withholding tax) of excess share premium of CHF 2.50 per share. For fiscal year 2019/20, the AGM on 12 January 2021 passed a resolution to distribute a dividend of CHF 1.00 per share as well as a repayment (exempt from withholding tax) of excess share premium of CHF 1.00 per share. For fiscal year 2020/21, the AGM on 11 January 2022 passed a resolution to distribute a dividend of CHF 4.50 per share as well as a repayment (exempt from withholding tax) of excess share premium of CHF 4.50 per share.

The changes in share capital, in share premium, in retained earnings and in the other components of consolidated equity are presented in detail in the consolidated financial statements, on page 65 of this annual report 2021/22. The comparative information on changes in equity for the three prior years is found on page 62 of the consolidated financial statements in the annual report 2020/21, on page 63 of the annual report 2019/20 and page 58 of the annual report 2018/19. The past annual reports are available on the website of the Schaffner Group at:

[www.schaffner.com/investors/reports-and-presentations/archiv](http://www.schaffner.com/investors/reports-and-presentations/archiv)

## 4.4 Shares and participation certificates

### 4.4.1 Shares

The 635,940 issued shares of Schaffner Holding AG have a nominal value of CHF 32.50 per share. Each share carries one vote and is entitled to dividends.

Subject to provisions (i), (ii) and (iii) below, the shares are issued in uncertificated form and maintained as book-entry securities.

Transfers of or dispositions regarding book-entry securities, including the granting of interests therein as collateral, are subject to the Swiss Federal Act on Book-Entry Securities. If uncertificated shares are transferred by assignment, the transfer is valid only if notified to the Company.

(i) Shares maintained as book-entry securities may be withdrawn from the custody system by the Company.

(ii) Shareholders are not entitled to printing and delivery of certificates (physical securities) or to conversion of registered shares issued in one form into another form. The Company may, however, at any time print and deliver certificates (single share certificates, collective certificates or global certificates) or convert uncertificated or certificated shares into another form, and may cancel issued certificates that are returned to the Company. Shareholders that are registered in the share register may at any time request a certification of ownership of their shares from the Company.

(iii) By amending the Articles of Association, the General Meeting of shareholders may at any time convert registered shares into bearer shares, or bearer shares into registered shares.

### 4.4.2 Participation certificates

There were no participation certificates of Schaffner Holding AG at 30 September 2022 (participation certificates, or "Partizipationsscheine" in German, essentially are a type of preference share).

## 4.5 Dividend right certificates

Schaffner Holding AG had not issued any dividend right certificates as of 30 September 2022 (dividend right certificates, or "Genussscheine" in German, essentially are preference shares for related parties).

## 4.6 Restrictions on transferability and nominee registration

Registered shares of Schaffner Holding AG may be acquired by all legal or natural persons. The purchase of Schaffner shares is subject to registration restrictions concerning the recognition and registration of share purchasers, and of nominees, as voting shareholders. These restrictions are specified in detail in the Share Registration Regulation of Schaffner Holding AG. The Share Registration Regulation was issued by the Board of Directors in reliance on sections 685a and 685d et seq. of the Swiss Code of Obligations and article 6 of the Articles of Association, and is available under the "Annual General Meeting" tab on the Schaffner Group website at:

[www.schaffner.com/investors/annual-general-meeting](http://www.schaffner.com/investors/annual-general-meeting)

#### 4.6.1 Recognition of share purchasers as voting shareholders

Shareholders or beneficial owners are deemed to be those persons registered in the Company's share register. In accordance with article 6 para. 3 of the Articles of Association of Schaffner Holding AG, purchasers of shares are upon their request recorded as voting shareholders in the share register by the Board of Directors if the purchasers expressly state that they have acquired and will hold the shares for their own account. Recognition as a shareholder with voting rights thus requires that the shareholder in question bears the economic risk incident to ownership of the shares to be registered. In reliance on article 6 para. 3 of the Articles of Association and the recognition requirements derived from it, applicants (purchasers holding legal title to the shares) are thus not recognized as voting shareholders if they have acquired, and are holding, the shares as a result of a securities lending transaction or similar transaction that gives them legal ownership without the associated economic risk.

#### 4.6.2 Registration of share purchasers

For each registration in the share register as a voting shareholder, a personally signed registration application or a registration authorization must be on file at the respective SIX SIS AG custodian bank, containing the complete following information:

- For individuals: Last name, first name, nationality, and address
- For legal entities: Entity name, registered office, and address

Every registration in the share register requires evidence of the acquisition of full legal title to the shares or evidence of the establishment of beneficial ownership, and always requires an express declaration that the shares were acquired and are held by the applicant in the applicant's own name and for the applicant's own account.

In the case of registration applications by shareholders holding the shares for their own account where the applicant has reported holding 3% or more of the voting rights of Schaffner Holding AG, the registration is not performed until the Company has received a complete disclosure notification by the applicant pursuant to section 120 of the Financial Market Infrastructure Act (also referred to in German as FinfraG). If the disclosure notification meets the legal requirements (i.e., contains the legally required information about the beneficial owner), the applicant (i.e., the acquired stock) is registered in the share register as having voting rights. If the disclosure notification is not made within the 20-day deadline specified in section 685g of the Swiss Code of Obligations, or is incomplete, the application for registration with voting rights is denied and the shareholder (i.e., the acquired stock) is registered in the share register as non-voting.

#### 4.6.3 Registration of nominees

Persons who do not expressly declare in their registration application that they hold the shares for their own account are classified as nominees. In accordance with article 6 para. 4 of the Articles of Association, by default, any single nominee is registered in the share register as holding voting shares only up to a maximum of 5% of the Company's share capital recorded in the Swiss commercial register of companies. Above this limit of 5%, the Board of Directors registers shares of nominees in the share register as voting shares only if:

- (i) the nominee discloses the names, addresses and holdings of Company shares of the persons for whose account the nominee holds 0.5% or more of the share capital registered in the commercial register, and

(ii) an agreement exists between the nominee and the Company which specifies the nominee's position and the details of the nominee's notification obligations.

The registrar (the company retained to operate the share register) is responsible for sending the nominee agreement to the respective nominee and collecting the information to be disclosed. If complete disclosure is not made by the 20-day deadline specified in section 685g of the Swiss Code of Obligations, or if no nominee agreement is concluded between the Company and the nominee within this period, the nominee is registered in the share register as non-voting in respect of these shares. To the extent permitted by law, the Board of Directors is authorized to enter into agreements with nominees regarding reporting obligations. On a case-by-case basis, the Board may approve exceptions to the nominee rules.

Where legal entities or groups with joint legal status are related to one another by capital, voting rights, management or in some other manner, they are deemed collectively to constitute a single purchaser. This also applies to all natural persons, legal entities or groups with joint legal status that by agreement, as a syndicate or in any other way act in a coordinated manner with a view to circumventing the nominee rules. The Company may void registrations in the share register with retroactive effect from the date of registration if they were based on false information given by the purchaser. The purchaser must be informed of the deletion immediately.

Registered non-voting shareholders and registered non-voting nominees cannot exercise the voting rights associated with the shares nor exercise other rights related to the voting rights. However, they are not restricted in exercising any of their other shareholder rights, including pre-emptive rights. At the General Meeting the shares registered as non-voting are treated as unrepresented (see section 685 f (2) and (3) of the Swiss Code of Obligations).

The registration restrictions described above also apply to shares bought or subscribed through the exercise of pre-emptive rights, options or conversion rights.

At the 30 September 2022 year-end, 12.5% (prior year: 14.9%) of all issued shares were unregistered or were registered as non-voting shares.

## **4.7 Convertible bonds and options**

### **4.7.1 Convertible bonds**

There are no outstanding convertible bonds of Schaffner Holding AG.

### **4.7.2 Share option plans**

At 30 September 2022, Schaffner Holding AG did not have a share option plan.

## 5 Board of Directors

### 5.1 Members of the Board

The Articles of Association require the Board of Directors of Schaffner Holding AG to have between three and seven members.

On 30 September 2022, the Board of Directors consisted of four, non-executive members. In the three years prior to the reporting period (fiscal years 2018/19, 2019/20 and 2020/21), none of these Board members were members of Schaffner's Executive Committee or of the management of a subsidiary, and none had or have material business relationships with the Schaffner Group. The members of the Board of Schaffner Holding AG are thus independent within the meaning of the Swiss Code of Best Practice for Corporate Governance issued by Economiesuisse, the Swiss business federation.

At 30 September 2022, the Board of Directors of Schaffner Holding AG had the following members:

**Urs Kaufmann, Chairman, Swiss citizen, born 1962, member of the Board since 2017**

**Degree in Engineering, Federal Institute of Technology (ETH), Zurich;**

**Senior Executive Program, IMD, Lausanne**

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Since 2017 is Chairman of the Board of Directors of Huber+Suhner AG, Herisau, Switzerland. Became a Board member of Huber+Suhner AG in 2014 and, from 2014 to 2017, was the Designated Representative of its Board. From 2002 to 2017 was CEO of Huber+Suhner AG, having joined its Executive Committee in 2001. Previously held various management positions in the same group from 1994. From 1987 to 1993 worked as project manager, production manager and sales manager at Zellweger Uster AG in Switzerland and the USA.

**Philipp Buhofer, Vice Chairman, Swiss citizen, born 1959, member of the Board since 2017**

**Degree in Business Administration, Lucerne University of Applied Sciences (HWV), Horw, Switzerland**

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Since 1997 has been an independent entrepreneur and member of boards of directors. From 2002 to 2003 was Designated Representative and Chairman of the Board of Directors of EPA AG, Zurich, from 1997 to 2001 was a member of its Board of Directors, and from 1987 to 1997 was a member of its Executive Committee. From 1984 to 1987 was Manager of Purchasing and Marketing for Metro International, Baar (Switzerland), Düsseldorf and Hong Kong.

**Gerhard Pegam, Austrian citizen, born 1962, member of the Board since 2013**

**Electrical Engineer, Klagenfurt Technical College, Austria**

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From 2001 to beginning of 2012 was CEO of Epcos AG. From 2009 to 2012 was a member of the Board of Directors of Epcos parent company TDK-EPC Corp. From middle of 2011 to mid-2012 was a Corporate Officer of TDK Corporation, Japan, and from 2004 to 2012 was a member of the Board of ZVEI, the German Electrical and Electronic Manufacturers' Association. From 1999 to 2001 was COO of Epcos AG. Between 1982 and 1999 held various management positions at Epcos, Siemens and Philips.

**Andrea Tranel, Swiss and German citizen, born 1974, member of the Board since 2021**  
**Degree in economics, University of Hohenheim, Germany**

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From 2023: CFO of the Competec Group. Previously was Chief Financial Officer of the electric power utility AEW Energie AG in the Swiss canton of Aargau, Head of Corporate Controlling and Deputy CFO of Swiss Federal Railways (SBB), and CFO of Schneider Electric in Switzerland.

The Secretary of the Board (since April 2019) is Christian Herren, CFO of the Schaffner Group. The Secretary is not a member of the Board.

## 5.2. External activities and interests

**Philipp Buhofer**

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Philipp Buhofer is Chairman of the Board of Cham Group AG, Cham, Switzerland; member of the Board of Kardex AG, Zurich; Chairman of the Board of DAX Holding AG, Cham; and Designated Representative of the Board of BURU Holding AG, Cham.

**Urs Kaufmann**

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Urs Kaufmann is Chairman of the Board of Huber + Suhner AG, Herisau, a member of the Board of SFS Group AG, Heerbrugg, of Vetropack Holding AG, Bülach, and of Müller Martini Holding AG, Hergiswil (all in Switzerland) and a member of the executive committees of Swissmem and the Swiss Employers Confederation.

**Gerhard Pegam**

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Gerhard Pegam is Vice Chairman of the Board of OC Oerlikon Corporation AG, Pfäffikon, Switzerland.

**Andrea Tranel**

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Andrea Tranel is Chairwoman of the Board of Windpark Lindenberg AG, Beinwil (located in Aargau's Freiamt region) until the end of 2022, and member of the Board of InnovAARE AG, Villigen, and of Wärmeverbund Rheinfelden AG, Rheinfelden (all in Switzerland).

## 5.3 Restrictions on positions outside the Group

Outside the Schaffner Group, a member of the Board of Directors may hold a maximum of five positions as a member of the highest-level governing or administrative body of listed companies and a maximum of five positions as a member of such a body in non-listed legal entities within the meaning of section 12 para. 1 (1) OAEC.

For the purpose of this provision, positions (including employment positions) at companies controlled by the Company or positions/employment which the respective member of the Schaffner Board of Directors assumes in the capacity of member of the Schaffner Board (e.g., at joint ventures or pension funds of the Schaffner Group or at companies in which the Company holds a significant non-consolidated interest) are not deemed to be positions/employment outside the Schaffner Group.

The following are counted as a single position for the purpose of this provision: positions/employment at mutually related companies outside the Schaffner Group, dual roles, and positions which are assumed in the capacity of a member of the top governing or administrative body or executive management of a legal entity outside the Schaffner Group (e.g., positions at joint ventures or pension funds of that legal entity or at companies in which that legal entity holds a significant non-consolidated interest).

#### **5.4 Board elections and terms**

The members of the Board of Schaffner Holding AG are annually elected individually by the General Meeting. Board members may be re-elected for consecutive terms. Board members must be shareholders of the Company and be less than 70 years of age on the day of their election or re-election.

The General Meeting annually elects the Chair of the Board of Directors and, individually, each member of the Nomination and Compensation Committee (who must be members of the Board), and the independent proxy. Their term of office ends at the conclusion of the next Annual General Meeting.

#### **5.5 Internal organization**

Except for the election of the Board Chair and the members of the Nomination and Compensation Committee by the General Meeting, the Board of Directors constitutes itself in its first meeting of each term, in accordance with article 15 of the Articles of Association. The Board may appoint a Vice Chair from among its members, who assumes the Chair's responsibilities when the latter is unavailable. The Board designates its Secretary, who need not be a member of the Board.

##### **5.5.1 Division of responsibilities within the Board**

Urs Kaufmann has been the Chairman of the Board of Directors, and Philipp Buhofer has been the Vice Chairman, since the 2017 Annual General Meeting. Urs Kaufmann also chairs the Nomination and Compensation Committee. The Risk and Audit Committee is chaired by Andrea Tranel. The Board has no other standing committees or designated positions.

##### **5.5.2 Composition, purpose and responsibilities of Board committees**

The Board of Directors of Schaffner Holding AG maintains the Board committees detailed below. Their principal purpose is to provide decision support to the Board in special subject areas. The Board's duties and powers always remain with the full Board.

The Board committees are made up solely of non-executive members of the Board. The committees brief the Board on their conclusions and proposals at the ordinary Board meetings. However, in urgent matters they inform the Chair of the Board or the Chief Executive Officer even outside scheduled meetings. Outside the ordinary Board meetings, the Board committee members also work directly with members of the Executive Committee (which is the Group's top echelon of operational management and is not a Board committee). New committees may be formed at any time as required.

The term of office of committee members normally coincides with their term as Board members.

#### 5.5.2.1 Nomination and Compensation Committee

The Nomination and Compensation Committee has the following general responsibilities:

- Establishment and periodic review of the Schaffner Group's compensation policy and principles, performance criteria and performance targets, periodic review of the implementation of the foregoing items, and submission of proposals and recommendations to the Board of Directors
- Preparation of all relevant decisions of the Board of Directors with respect to compensation of the members of the Board of Directors and the Executive Committee, submission of proposals to the Board regarding the nature and amount of the annual compensation of the members of the Board of Directors and Executive Committee, and preparation of the proposal to the General Meeting for the respective maximum aggregate amount
- Submission of proposals to the Board for the list of potential recipients of performance-related compensation and for setting the annual performance targets for this compensation
- Development of equity incentive plans, and submission of proposals to the Board with respect to the selection of plan participants and the granting of shares, the issue price and vesting or holding periods under equity incentive plans
- Decision-making or decision support in accordance with legal requirements or provisions of the Articles of Association
- Staff promotions to the Executive Committee
- New hiring or dismissal of Executive Committee members; in the case of new hiring, members of the Nomination and Compensation Committee participate in the evaluation of prospective staff

The Board of Directors may assign further duties to the Nomination and Compensation Committee in the areas of compensation, human resources and related matters. The Board sets out the organization, procedures and reporting modalities of the Nomination and Compensation Committee in the Organizational Regulations (a document known in German as "Organisationsreglement" that specifies the Company's governance structure and policies).

#### Membership of the Nomination and Compensation Committee

The Nomination and Compensation Committee is made up of two or more Board members elected to the committee by the General Meeting. The Board of Directors elects the chair of the committee.

Members at 30 September 2022	Since AGM
Urs Kaufmann, committee chairman	2017
Philipp Buhofer	2018

The Nomination and Compensation Committee convenes as often as business requires, and at least twice per year. The committee may invite other Board members, Executive Committee members and specialists to its meetings as required. Generally the meetings are attended by the Chief Executive Officer and Chief Financial Officer as well as the Head of Corporate Human Resources. The Head of Corporate HR is not a member of the Executive Committee. Additional persons may be asked to attend, at the discretion of the committee chair.

However, the other members of the Board of Directors and the members of the Executive Committee do not attend the meetings (or the parts of meetings) in which their own compensation is discussed.

### 5.5.2.2 Risk and Audit Committee

The Risk and Audit Committee acts solely in an advisory capacity. It assists the Executive Committee in handling financial matters and risk management. At the same time, on behalf of the Board of Directors, the Risk and Audit Committee monitors performance especially in the following areas of responsibility of the Executive Committee:

- Appropriateness and validity of the Group's accounting
- Consolidated annual financial statements
- Analysis of the various risks to which the Schaffner Group is exposed
- Organization and processes of the system of internal control
- Organization and processes of risk management
- Tax planning
- Financial part of the rolling forecast
- Other major responsibilities of the finance department

The Risk and Audit Committee, on behalf of the Board, receives the audit reports of the external independent auditors on the company financial statements and consolidated financial statements and presents the reports to the Board for review and comment. The committee regularly briefs the Board on the results of its verification activities and submits the necessary proposals for courses of action to the Board Chair for consideration by the Board.

### Membership of the Risk and Audit Committee

The Risk and Audit Committee consists of two or more Board members elected to the committee by the General Meeting. The Board of Directors elects the chair of the committee. The majority of the committee's members, and especially its chair, should have experience in finance and accounting and be independent.

Members at 30 September 2022	Since AGM
Andrea Tranel, committee chairwoman	2021
Philipp Buhofer	2017
Gerhard Pegam	2013

The Risk and Audit Committee meets as often as business requires, and generally at least twice per year. Every member may request a meeting. The Chair of the Board, the Chief Executive Officer and the Chief Financial Officer usually attend the meetings. At the discretion of the committee chair, additional persons may be asked to attend, particularly representatives of the auditors.

### 5.5.3 Procedures of the Board and of its committees

Meetings of the Board of Directors are called by the Chair or Vice Chair or, if both are unavailable, by another Board member. The Board convenes as often as business requires or when a Board member requests it, but not less than once per quarter. Board meetings are normally called in writing, stating the agenda items. The agenda is set by the Chair, who also includes items proposed by the Executive Committee. Board meetings are called at least ten days before the meeting date. In urgent matters, the requirement for written notice and/or for ten days' notice can be waived, in which case this must be noted in the minutes of the meeting.

The Board of Directors has a quorum when the majority of its members are in attendance for oral discussions and votes. Members may also be present by telephone or via electronic media (for example, videoconferencing). Resolutions are passed by a simple majority of votes. In the event of an equality of votes, the chair of the meeting has a second or casting vote. For the purpose of resolutions concerning capital increases, the Board has a quorum irrespective of the number of members present. Unless a member requests an oral discussion, the Board may also vote on its resolutions by written ballot (submitted by mail or e-mail). In such a "postal" vote (also known as a written resolution), passage of a resolution requires the affirmative vote of the majority of all Board members. Postal votes and their outcome must be recorded in the minutes of the next meeting.

The Chair of the Board (or if unavailable, his deputy) prepares and chairs the meetings of the Board. The Chair is responsible for the proper calling and conducting of the meetings and for the timely and appropriate briefing of the Board members.

In the reporting period the Board met eight times. The following overview shows the individual Board members' attendance at Board and Board committee meetings:

#### Attendance at meetings

	BD <sup>1</sup>	RAC <sup>1</sup>	NCC <sup>1</sup>
<b>Total number of meetings held</b>	8	2	2
Urs Kaufmann, Chairman	8	2 <sup>2</sup>	2
Philipp Buhofer, Vice Chairman	8	2	2
Gerhard Pegam	8	2	–
Andrea Tranel	8	2	–
Meeting length (minutes)	15–450	61–112	90–120
Average length (minutes)	172	86	105

<sup>1</sup> BD: Board of Directors; RAC: Risk and Audit Committee; NCC: Nomination and Compensation Committee.

<sup>2</sup> Urs Kaufmann attends the RAC meetings as an advisory member.

The Chief Executive Officer and Chief Financial Officer attend the ordinary meetings of the Board. For the discussion of specific matters, the Board calls on members of the Executive Committee, other management staff or external advisors to attend its meetings as required. In the year under review, no external advisors were called to any significant extent.

## 5.6 Division of authority

The Board of Directors of Schaffner Holding AG is responsible for determining Group strategy. It reviews the Group's overarching plans and objectives and identifies internal and external risks and opportunities. Decisions on matters within the Board's non-delegable and inalienable responsibilities defined in article 18 of the Articles of Association and section 716a of the Swiss Code of Obligations are reserved for the Board.

Schaffner Holding AG is the holding company for the Schaffner Group. As a consequence, the Board of Directors has the following responsibilities in particular:

- Overall management of the Schaffner Group
- Setting and approving the strategy and business planning of the Schaffner Group and supervising their implementation
- Ensuring the efficiency (as necessary for implementation assurance) of accounting, financial controls, risk management and reporting
- Appointment and removal of the Executive Committee and authorized signatories
- Regular review of business activities
- Approval of the decisions of the Executive Committee on the filing, defending or handling of lawsuits, administrative or arbitration proceedings, and on the settlement of litigation where the amount in dispute exceeds CHF 1,000 thousand
- Decisions on matters not reserved for or transferred to another body by law, by the Articles of Association or by the Organizational Regulations
- Formulation and preparation of resolutions for consideration by the General Meeting
- Presentation to the General Meeting of nominations for the election of the Chair and Vice Chair of the Board, the election of the members and chair of the Nomination and Compensation Committee, and the election of the independent proxy and the external auditors
- Proposal to the General Meeting regarding the approval of compensation, that is, the respective maximum aggregate compensation of the whole Board of Directors for the term from the Annual General Meeting to the next AGM and of the whole Executive Committee for the fiscal year next following the AGM, in accordance with articles 24 and 25 of the Articles of Association
- Setting the compensation of the individual Board members and Executive Committee members within the respective approved maximum aggregate amount
- Approval of compensation of new Executive Committee members for a fiscal year for which the General Meeting has already approved the compensation or the maximum aggregate amount of compensation, in reliance on and within the limits of article 26 of the Articles of Association ("additional amount")
- Decisions on fixed compensation of the Board of Directors and Executive Committee, variable cash compensation and other compensation of the Executive Committee, and awards of shares of Schaffner Holding AG to the individual members of the Board and of the Executive Committee, subject to the provisions of the law, the Articles of Association and applicable regulations, and except inasmuch as decisions are reserved for the General Meeting
- Approval for Executive Committee members to accept additional positions within the meaning of article 23 of the Articles of Association

- Decisions on the founding of subsidiaries, corporate mergers, and acquisition of business interests or their sale, their pledging as collateral or their liquidation
- Decisions on the Company's entry into fundamentally new business activities, and material changes to the existing portfolio of businesses
- Decisions on the acquisition, mortgaging and sale of real estate
- Decisions on the establishment and closing of branch offices
- Approval of the decisions of the Executive Committee in all matters outside the scope of day-to-day business (those matters not covered by the Authorization Policy) that could give rise to one-time obligations or commitments of more than CHF 500 thousand or to recurring obligations or commitments in an annual amount of more than CHF 250 thousand

To the extent consistent with the applicable legal provisions and the Articles of Association, the Board of Directors has delegated the operational management of the Schaffner Group to the Executive Committee, led by the Chief Executive Officer (CEO). The CEO is responsible for the overall operational management of the Company. He has responsibility for the long-term success of the Group in line with the strategy set by the Board of Directors. The Chief Financial Officer has responsibility for financial, tax and capital management. He is also responsible for the transparency of the financial results and for ensuring high-quality, timely financial reporting.

## 5.7 Monitoring and control in respect of the Executive Committee

### Board of Directors

The Executive Committee provides the Board with a monthly written report on the Group's financial results. The reporting consists of the consolidated balance sheet, income statement, statement of changes in equity, a statement of changes in provisions, the cash flow statement, and commentary on the business performance of the Group and the divisions. The Board of Directors regularly discusses the monthly reports at its meetings. The Chief Executive Officer and Chief Financial Officer attend the meetings. The Executive Committee carries out a risk assessment at least once per year and reports on the findings to the Board of Directors. In this assessment the general risks are analyzed and rated. Monitoring-and-control points and processes are defined based on the risk assessment and are implemented by the respective process owners. The Board of Directors monitors the assessment of the Group's risks and verifies the implementation of risk management.

At its meeting on 28 April 2022 the Board of Directors, as part of ongoing risk management, assessed the business risks of the Schaffner Group and adopted the risk report and the measures set out in it. The focus was on pandemic risks, cybersecurity, warranty risks, the dependence on the global economic situation, and currency risks.

Other tools for the monitoring and control of the Executive Committee are the following:

- Periodic communication of the Executive Committee's forecasts for revenue and for the key earnings and financial position data
- Rolling forecast
- Annual strategic analytical reviews of the Group and the divisions
- A multi-year plan regularly updated by the Executive Committee
- Special reports by the Executive Committee on significant investments, acquisitions and partnerships

The CEO keeps the Board informed of all significant events. He promptly informs the Chair of the Board of any exceptional developments.

Even outside the Board meetings, beyond the monthly reporting by the Executive Committee, every member of the Board may request further information from individual members of the Executive Committee on the business performance and other important matters.

#### **Chair of the Board**

The Board Chair regularly meets with the Chief Executive Officer and Chief Financial Officer to discuss current business performance and activities.

#### **Committees**

Outside the ordinary Board meetings, the Board committee members also work directly with members of the Executive Committee (which is the Group's top level of operational management and is not a Board committee).

#### **Internal audit**

In view of the size of the company, the Schaffner Group elects not to maintain a dedicated internal audit function. Instead, focused internal special audits are conducted by units of the Schaffner Group, with the participation of external consultants when required. The results of these special audits are reported to the chair of the Risk and Audit Committee.

## 6 Executive Committee

The responsibilities and powers of the Executive Committee are specified in the Organizational Regulations. Its main responsibilities are:

- Operational management
- Optimization of internal organization and processes
- External representation of the Schaffner Group
- Internal and external communication

Under the Articles of Association, the employment agreements of Executive Committee members must either have a fixed term of not more than one year, or be of indefinite duration with a notice period of not more than twelve months.

At 30 September 2022, the Schaffner Executive Committee had three members, who held the positions described below.

### Chief Executive Officer

The Chief Executive Officer (CEO) is responsible for the overall operational management of the Company. He has responsibility for the long-term success of the Group in line with the strategy set by the Board of Directors. The CEO is responsible in particular for:

- Ensuring the implementation of the Board's decisions
- Representing Schaffner Holding AG to the public and in important associations, institutions, etc.
- Proposals to the Board of Directors, especially regarding strategy and financial targets, as well as regarding all business that requires Board approval under the Articles of Association, the Authorization Policy or the Organizational Regulations
- Proposals to the Nomination and Compensation Committee for the nomination and removal of members of the Executive Committee
- Proposals to the Nomination and Compensation Committee for the fixed compensation, variable cash compensation, other compensation, and awards of shares of Schaffner Holding AG, for the individual members of the Executive Committee
- Linking Group strategy and operational management by performing the following duties:
  - Formulation of Group strategy and Group policy, for presentation to and approval by the Board of Directors
  - Ensuring the achievement of the strategic direction set by the Board
  - Leadership of the Group's operational management, including balancing short-term targets with the needs of Group strategy
- Preparation of the Group's financial plans, particularly the annual targets and medium-term planning, with accountability for the overall financial performance against the targets set by the Board of Directors

- Leadership of the Executive Committee and the other positions reporting to the CEO
- Management development for the Company and preparation of performance appraisals of the Executive Committee members for the attention of the Nomination and Compensation Committee
- Ensuring the Group's adherence to internal policy and regulations and the Code of Conduct, and safeguarding compliance with the Articles of Association and applicable legal requirements
- Communication between the Executive Committee and Board of Directors to ensure early and exact briefing of the Board

### Chief Financial Officer

The Chief Financial Officer (CFO) devises the framework for all strategic and operational controllership activities, ensures the Group's secure financing, optimizes its financing structure, and supports the Chief Executive Officer and the other Executive Committee members in all financial matters.

### Executive Vice President

The Executive Vice President (EVP) is accountable for achieving the objectives within his area of responsibility. These include, in particular, achieving a leading market position for the division (i.e., operating segment) under his management, as well as continuous innovation to support lasting competitiveness.

## 6.1 Responsibilities and members of the Executive Committee

The Executive Committee is the Group's highest-ranking operational management body and supports the Chief Executive Officer in fulfilling his role of managing the Group's activities. The Executive Committee is responsible for implementing the Group's strategy within the parameters set by the Board of Directors:

- Active participation in the process of planning and implementing the Board-approved strategy
- Efficient and effective fulfillment of the Executive Committee's main duties, with close cooperation between its members
- Proposal and execution of strategic plans
- Management of the Group functions of the individual Executive Committee members
- All matters outside the scope of day-to-day business (those not covered by the Authorization Policy) that do not give rise to one-time obligations or commitments of more than CHF 500 thousand or to recurring obligations or commitments in an annual amount of more than CHF 250 thousand
- Keeping of the accounting records in accordance with the law, the specific provisions of the accounting standards adopted by Schaffner Holding AG, and the Listing Rules of the SIX Swiss Exchange
- Human resources policy, HR management and labor relations

The members of the Executive Committee are active participants in its consensus-oriented decision process. Decisions are made by consensus or, where no consensus can be reached, are made by the Chief Executive Officer with due regard to the views expressed by the Executive Committee members.

At 30 September 2022 the Executive Committee of the Schaffner Group had the following members:

**Marc Aeschlimann, CEO, Swiss citizen, born 1968**

**Degree in Electrical Engineering, Federal Institute of Technology (ETH), Zurich; MBA, Marshall Business School, University of Southern California**

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With the Schaffner Group since 1 September 2017 as CEO, and additionally Head of the Industrial division since 1 October 2021. Previously CEO of R&S Group, CEO of Pfiffner Messwandler, and CEO of Franke Coffee Systems after various management positions at the Franke Group, including five years in China as Head of Food Service Systems for the Asia, Pacific & Middle East region. Earlier worked as a consultant at Helbling Management Consulting.

**Christian Herren, CFO, Swiss citizen, born 1976**

**MA in Management, University of Fribourg, Switzerland**

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CFO of the Schaffner Group since 1 April 2019. Joined Schaffner in 2007; from June 2009 was Head of Corporate Finance & Accounting and deputy CFO, and from July 2016 to August 2017 served as interim CFO. Before joining Schaffner, was Corporate Financial Controller for Straumann Group and worked in financial auditing at KPMG.

**Martin Lütenecker, Executive VP, Swiss citizen, born 1969**

**Degree in Mechanical Engineering, Federal Institute of Technology (ETH), Lausanne; Marketing Director Diploma, Berne University**

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With the Schaffner Group since 1 November 2018 as Executive VP and Head of Automotive division. Previously held management positions in divisional management and market development at internationally operating companies in the automotive supplier industry, including as member of the Executive Board and Division Head at Sonceboz Automotive, member of the Executive Committee and of Automotive division management at Styner+Bienz Formtech, and member of the Executive Committee of JESA (all companies based in Switzerland).

## 6.2. External activities and interests

The members of the Executive Committee do not hold positions in governing or supervisory bodies of any significant organization, institution or foundation under private or public law. They have no permanent management or advisory positions in significant interest groups and hold no public or political office.

### 6.3 Restrictions on positions outside the Group

Outside the Schaffner Group, a member of the Executive Committee may hold a maximum of two positions on the highest-level governing or administrative body of listed companies and of non-listed legal entities within the meaning of section 12 para. 1 (1) OAEC; this limit is set out in section 2.4 para. 8 of the Organizational Regulations of Schaffner Holding AG.

For the purpose of this provision, positions (including employment positions) at companies controlled by the Company or positions/employment which the respective member assumes in the capacity of member of the Schaffner Executive Committee (e.g., at joint ventures or pension funds of the Schaffner Group or at companies in which the Company holds a significant non-consolidated interest) are not deemed to be positions/employment outside the Schaffner Group.

The following are counted as a single position for the purpose of this provision: positions/employment at mutually related companies outside the Schaffner Group, dual roles, and positions which are assumed in the capacity of a member of the top governing or administrative body or executive management of a legal entity outside the Schaffner Group (e.g., positions at joint ventures or pension funds of that legal entity or at companies in which that legal entity holds a significant non-consolidated interest).

Executive Committee members require the approval of the Board of Directors to accept positions/employment outside the Schaffner Group.

### 6.4 Management contracts

Schaffner Holding AG and its Group companies have no management contracts with third parties.

## 7 Compensation, share ownership and loans

Information on compensation, shareholdings and loans of the Board of Directors and Executive Committee is provided in the compensation report of the Schaffner Group on pages 51 to 59 of this annual report

## 8 Shareholders' participation rights

### 8.1 Voting rights restrictions and proxy voting

At 30 September 2022, there were 1,047 shareholders registered in the share register. Each share of Schaffner Holding AG, with the exception of any shares held by the Company (treasury shares), carries one vote at the General Meeting of shareholders. There are no restrictions on voting rights.

Every shareholder with voting rights may have his or her shares represented by the independent proxy or by a proxy that the shareholder has appointed. The proxy need not be a shareholder.

Representation of shareholders requires the presentation of a written proxy (a written power of attorney). Recognition of these proxies is a matter for the Board of Directors. Shareholders may also use electronic means to issue proxy mandates and directions to the independent proxy.

In the notice of the General Meeting, the Board of Directors announces the record date (at which registration in the share register is required for participation in and voting at the meeting), and the details of the written and electronic proxies and instructions.

The General Meeting annually elects an independent proxy, whose term of office ends at the conclusion of the next Annual General Meeting. Re-election for consecutive terms is permitted. Natural persons, legal entities and partnerships are all eligible for election. If the Company does not have an independent proxy, the Board of Directors appoints one for the next General Meeting.

### 8.2 Quorums under the Articles of Association

Except as otherwise required by law or the Articles of Association, the General Meeting passes its resolutions and decides its elections by an absolute majority of the votes cast, excluding abstentions and blank and invalid votes. If an election is not completed in the first round and there is more than one candidate, a second round of voting is held, which is decided by a relative majority. In the event of an equality of votes, the chair of the meeting has the casting vote. The Articles of Association of Schaffner Holding AG do not provide for quorums that go beyond the provisions of Swiss corporation law.

### 8.3 Calling of the General Meeting

The General Meeting is called by the Board of Directors no later than 20 days before the meeting date, by issuing a notice in the Company's official gazette for statutory notices. Notice of the meeting may additionally be sent by letter to all shareholders registered in the share register. In addition to the meeting date, hour and place, the notice must state the items of business to be discussed, the resolutions proposed by the Board of Directors and any proposed by shareholders that have requested a General Meeting or have put forward an item for discussion at the meeting.

Resolutions cannot be passed on matters that have not been announced in this manner, except for motions to call an Extraordinary General Meeting or to conduct a special audit.

Shareholders representing at least 10% of the share capital may submit a request – which is binding on the Company – to call an Extraordinary General Meeting. The request must be in writing and state the business to be discussed and the proposed resolutions.

#### **8.4 Placing business on the General Meeting agenda**

One or more shareholders who together represent at least 5% of the share capital, or shares with a nominal value of at least CHF 1,000,000, whichever is less, may by their written request have business placed on the agenda of a General Meeting. Such a written request must be received by the Company no later than 45 days before the General Meeting.

#### **8.5 Registration in the share register**

In accordance with article 6 para. 1 of the Articles of Association, Schaffner Holding AG maintains a share register. The Company may outsource the operation of the share register to a company specializing in such services (a registrar). At present the share register is operated by ShareCommService AG, based in Glattbrugg, Switzerland. The manager of the share register is the Schaffner Group's Chief Financial Officer (CFO). In matters concerning the share register, the CFO reports to the Chair of the Board. The Chair and the Chief Executive Officer receive regular reports on the shareholder structure (including share deregistrations above a certain size of shareholding). The Board of Directors annually receives a report on the shareholder structure.

The Share Registration Regulation of Schaffner Holding AG sets out the details of the rules governing registration in the share register, including particularly the related authority structure, the maintenance of the share register, and the monitoring of the shareholdings recorded in it. The Share Registration Regulation was issued by the Board of Directors in reliance on sections 685a and 685d et seq. of the Swiss Code of Obligations and article 6 of the Articles of Association. The Regulation can be viewed under the "Annual General Meeting" tab on the website at:

[www.schaffner.com/investors/annual-general-meeting](http://www.schaffner.com/investors/annual-general-meeting)

Further information regarding restrictions on transferability and nominee registrations is given from page 26 of this corporate governance report, in section 4.6.

Shares for which the requirements (as set out in the Share Registration Regulation or in any amendments thereto) for registration as a voting shareholder are not, or no longer, fulfilled are registered in the share register as non-voting shares.

These registration restrictions also apply to shares bought or subscribed through the exercise of options, pre-emptive rights or conversion rights.

The authority structure for the approval of shareholder registrations in the share register is as follows:

- Registration applications for up to 5,000 shares per transaction that clearly meet or clearly do not meet the requirements for registration as a voting shareholder or nominee: Approval by the registrar (the company commissioned to operate the share register)
- Applications for registration as a nominee: Approval by the registrar
- Registration applications for more than 5,000 shares per transaction, and all other transactions which do not clearly meet the requirements for registration as a voting shareholder or voting nominee, or in which there is uncertainty: Approval by the manager of the share register
- All registration applications of shareholders or groups of shareholders that hold the shares for their own account and have reported holding 3% or more of the voting rights of Schaffner Holding AG: Approval by the manager of the share register

Exceptional cases can at any time be referred for approval to the Chair or, if absent, to the Vice Chair of the Board.

The Board may, after hearing the affected party, void (delete) the party's registration in the share register as a voting shareholder, retroactively to the date of registration, if the registration was the result of false information supplied by the purchaser, and instead register the affected party as a non-voting shareholder. Registrations can also be deleted (or reclassified as non-voting) when a registered shareholder refuses to provide the requested information or fails, despite prior warning, to provide requested documentation (of beneficial ownership, etc.). The authority to decide on deleting or reclassifying the registration of a voting shareholder or nominee or on terminating the relationship with a nominee rests with the Chair of the Board of Directors. The purchaser must be informed of the deletion immediately.

Under article 13 para. 4 of the Articles of Association, in the notice of the General Meeting the Board of Directors announces the record date at which registration in the share register is required for participation in and voting at the meeting, and thereby indicates the length of the period for which the share register will be closed. The record date for registration is generally the fifth trading day before the day of the General Meeting. Accordingly, the closure of the share register is generally in effect from the fourth trading day before the day of the General Meeting until and including the day of the General Meeting.

Deletions from the share register can be made during the closure. Thus, despite the closure, a share seller is struck from the share register to the extent of the shares sold, if the sale is reported to the Company or to the manager of the share register during the closure. An admission ticket for the General Meeting already issued in the seller's name is automatically rendered void by the deletion from the share register. In the event of the partial sale of a shareholding, the delivered admission ticket must be exchanged at the registration desk on the day of the General Meeting. The invitation to the General Meeting shall note this requirement.

## 9 Change-of-control clauses and takeover defenses

### 9.1 Requirement to make a public tender offer

The Articles of Association of Schaffner Holding AG contain neither an opting-up nor an opting-out clause. Therefore, any person or entity acquiring one-third (33⅓%) or more of the voting rights of Schaffner Holding AG must, under section 135 para. 1 of the Financial Market Infrastructure Act, make a public tender offer for all remaining shares.

### 9.2 Clauses on changes of control

In either of the following two cases, the participants in the Long-Term Incentive Plan (LTIP) have the right to immediately sell any and all of their shares without regard to the holding periods:

- If any person or entity directly or indirectly acquires sufficient shares in the Company to become obligated under section 135 para. 1 Financial Market Infrastructure Act to make a tender offer for all other outstanding shares of the Company, or
- If Schaffner Holding AG sells all or a substantial portion of the Company's assets.

## 10 Auditors

### 10.1 Duration of audit firm's engagement and tenure of lead audit partner

#### 10.1.1 Starting date of current audit engagement

The external independent audit firm is elected annually by the General Meeting. Since fiscal year 2015/16, BDO AG, Solothurn, is the independent auditor of Schaffner Holding AG and, as the Group's audit firm, is responsible for the auditing of the Schaffner Group.

#### 10.1.2 Date of first appointment of lead audit partner

The lead audit partner at the external auditors (the person in charge of the audit engagement), Thomas Bigler, has held this position since fiscal year 2021/22. The lead audit partner's tenure is limited by law to seven years.

### 10.2 Audit fees

In fiscal year 2021/22, BDO AG billed the Schaffner Group a total of CHF 197 thousand for services in connection with the auditing of the company financial statements of Schaffner Holding AG and the consolidated financial statements of the Schaffner Group (prior year: CHF 227 thousand).

### 10.3 Additional fees

In addition, in the fiscal year, BDO AG invoiced the Schaffner Group CHF 0 thousand (prior year: CHF 0 thousand) for other services.

### 10.4 Informational instruments pertaining to external audits

The Risk and Audit Committee, on behalf of the Board of Directors, annually reviews the license, performance, fees and independence of the external auditors and recommends to the Board which external auditors to propose for election by the General Meeting. It also ensures compliance with the legal requirement for rotation of the lead audit partner. The external auditors in the course of their audit activities regularly communicate their findings to the Risk and Audit Committee, along with any suggestions for improvement. The external auditors report to the Board in a comprehensive management letter (prepared after the audit of the annual financial statements) and through the “reports of the statutory auditor” published in the annual report.

The Risk and Audit Committee meets with the external auditors at least two times per year, sets the scope and objectives of the audits, and annually assesses the work of the external audit firm through a performance evaluation process. This process takes into account the committee’s experience in working with the external audit firm and the audit firm’s own quality assurance measures in respect of the engagement. The Risk and Audit Committee obtains assurance that the lead audit partner has the necessary technical qualifications and fulfills the requirements as to independence. The Chief Executive Officer and Chief Financial Officer also attend these meetings. The Board is briefed by the Risk and Audit Committee.

In the 2021/22 financial year, the Risk and Audit Committee held two meetings with the external auditors.

## 11 Communication policy

Schaffner follows a policy of open and active communication. As a company listed on the SIX Swiss Exchange, Schaffner specifically communicates price-sensitive information (i.e., information with significant relevance for the share price) through so-called “ad hoc announcements” in accordance with sections 53 and 54 of the Listing Rules. The Schaffner Group’s financial reporting is in accordance with Swiss GAAP FER accounting standards. Where the Schaffner Group makes forward-looking statements, these statements are always based on management’s judgment, at the time of the statement, regarding the current and future position and performance of the company. It is not the policy of Schaffner Holding AG to update previously published information.

The Schaffner Group reports on its financial and business performance on a half-yearly basis, in the form of an interim report and an annual report which are published electronically on Schaffner’s website.

The investor relations activities of the Schaffner Group include the following events (among others), conducted in compliance with the ad-hoc-disclosure requirements of the SIX Swiss Exchange:

- Annual General Meeting
- Annual presentation of the full-year results
- Conference calls (e.g., at publication of the half-year results)
- Meetings with shareholders, investors and analysts
- Roadshows

Media releases are available on the website of the Schaffner Group for at least three years after publication and can be accessed via the following link:

[www.schaffner.com/adhoc-news](http://www.schaffner.com/adhoc-news)

Annual and half-year-reports, corporate governance reports and compensation reports are available for at least five years on the website of the Schaffner Group at:

[www.schaffner.com/investors/reports-and-presentations/archiv](http://www.schaffner.com/investors/reports-and-presentations/archiv)

Shareholders can subscribe to receive emails with Schaffner Holding AG’s press releases and/or its ad-hoc announcements under section 53 of the Listing Rules. Registration for this free service is offered on the website of the Schaffner Group at:

[www.schaffner.com/investors/investors-feed](http://www.schaffner.com/investors/investors-feed)

Responsibility for the corporate communications of the Schaffner Group rests with the Chief Executive Officer. He is supported in investor relations by the Chief Financial Officer.

The Company’s official gazette for the publication of statutory and regulatory news is the Swiss Official Gazette of Commerce, or SOGC.

A key source of current, in-depth information on the Group, its products and contact details is the Schaffner Group’s website:

[www.schaffner.com](http://www.schaffner.com)

## Investor relations contacts

Investor relations and media office:  
c/o Dynamics Group, Zurich  
investor-relations@schaffner.com

Thomas Balmer	Edwin van der Geest
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## Financial calendar

<b>10 January 2023</b>	27th Annual General Meeting
<b>4 May 2023</b>	Publication of half-year report 2022/23
<b>6 December 2023</b>	Publication of annual report 2022/23
<b>9 January 2024</b>	28th Annual General Meeting

The fiscal year-end of Schaffner Holding AG is 30 September.

## 12 Blackout periods for trading

### 12.1 General blackout periods

At Schaffner Holding AG, the regular blackout period<sup>1</sup> begins at the day of the last regular Board meeting of the preceding fiscal year or preceding first half of the fiscal year, as the case may be, and ends one trading day after the publication of the relevant ad-hoc announcement related to the respective annual report or half-year report.

The regular blackout period applies to the following Affected Persons:

- Members of Schaffner's Board of Directors
- Members of Schaffner's Executive Committee and its assistants
- Managing directors of all Group companies
- Local controllers at all Group companies
- Employees in Group finance & controlling
- Employees in accounting at all Swiss Group companies
- Employees of the SAP competence center

<sup>1</sup> A blackout period for trading is a period when certain persons are prohibited from buying or selling equity securities of their company.

- Employees of corporate communications
- Members of all levels of management of the Swiss Group companies
- Employees of the Schaffner Group who participate in projects that involve price-sensitive information
- External consultants

The CFO maintains an e-mail distribution list of all Affected Persons.

## 12.2 Special blackout periods

At any time, additional blackout periods may be imposed during which persons subject to such a special blackout period are not permitted to trade in Schaffner shares (regardless of whether such person is in possession of inside information).

The decision on the commencement and termination of special blackout periods is made by the CEO or CFO. This decision may be made at any time, as circumstances require. The persons subject to a special blackout period must be informed of the decision promptly by the CEO or CFO. The CFO keeps a list of the persons to whom a special blackout period applies.

## 12.3 Effects of blackout periods

During a regular blackout period, Affected Persons, and during a special blackout period, all persons subject to the special blackout period, are prohibited from trading in Schaffner shares for their own account or for the account of any person related to them (e.g., their spouse, persons living in the same household, relatives, etc.), or for the account of any investment fund or similar investment vehicle in which they have a personal financial interest or of which they are a director or manager. This applies regardless of whether they possess inside information. In addition, Affected Persons and all other persons subject to a special blackout period or in possession of inside information may not exercise any options to purchase Schaffner shares during the blackout period.

Affected Persons and persons subject to a special blackout period must treat the inside information as strictly confidential and may not disclose it to third parties.

The CEO, the CFO and those responsible for investor relations are obligated not to speak with the financial community, the media or analysts during the blackout periods, in order to avoid transmitting price-sensitive information until such information is published by the Company in accordance with the applicable laws and regulations and the Listing Rules of the SIX Swiss Exchange.

## 12.4 Pre-clearance procedure

In order to prevent inadvertent violations and to avoid even the appearance of an improper transaction, all transactions of Affected Persons in shares (even if they occur outside a blackout period and the Affected Person does not possess inside information) must be pre-approved in writing (by e-mail) by the CEO or by the CFO as his deputy in this matter.