

## TRAVIS PERKINS plc

### Terms of Reference of the Audit Committee

#### 1. Membership

The Committee shall comprise not fewer than three members, all independent non-executive directors. At least one member should have recent and relevant financial experience with a qualification awarded by one of the professional accounting bodies. The remaining members should have a degree of financial literacy and experience of corporate financial matters and the Committee should, as a whole, have competence relevant to the sector in which the company operates. The Chair of the Board should not be a member of the Committee.

The Company Secretary or his/her nominee shall be secretary to the Committee.

#### 2. Meetings

There shall be no fewer than three meetings during the year.

Papers shall be circulated at least five working days in advance.

A quorum shall be two members. Meetings may be conducted when the members are physically present together or in the form of video or audio conferences.

Meeting length should enable the Committee to undertake as full a discussion as may be required.

Only Committee members have the right to attend meetings. The external audit lead partner, the head of internal audit, the CFO, the CEO and the Chair of the Board will usually be invited to attend meetings. Other non-members may be invited to attend all or part of any meeting as required by topics on the agenda. Other directors may also attend by invitation.

The Committee shall, at least annually, meet the external and internal auditors without management.

Minutes are circulated to the Board.

#### 3. Role

The Committee assists the Board in fulfilling its oversight responsibilities. Its main functions are:

- To monitor the integrity of the financial statements of the Company and any formal announcements relating to the Company's financial performance, reviewing significant financial reporting judgements contained in them;
- To review the Company's internal financial controls and the systems of internal control and risk management;
- To monitor and review the effectiveness of the Company's internal audit function; and
- To maintain an appropriate relationship with the Company's external auditors and to review the independence, objectivity and effectiveness of the audit process, taking account of relevant professional, regulatory and ethical guidance.

Each member of the Committee should understand the detailed responsibilities of Committee membership as well as the Company's business, operations and risk and will receive the necessary induction and ongoing training in order to assist them in fulfilling this requirement.

#### **4. External Auditor**

To recommend to the Board, for annual shareholder approval, the appointment, reappointment and removal of the external auditor, and to lead the process of putting the external audit contract out to tender in accordance with Financial Reporting Council guidance.

To assess annually the qualification, expertise and resources, effectiveness, independence and objectivity of the external auditor and the effectiveness of the audit process, and to review the quality control procedures and steps taken by the external auditor to respond to changes in regulatory and other requirements.

To approve the terms of engagement and the remuneration to be paid to the external auditor in respect of audit services provided.

To determine the policy on provision of non-audit services by the external auditor, to review the nature and extent of non-audit work performed and to confirm annually compliance with the policy.

To satisfy itself that the level of fee payable in respect of the audit services provided is appropriate and that an effective audit can be conducted for that fee.

To review with the CFO and the external auditor the scope and results of the external audit and any significant findings reported in their management letter and to review updates from management on remedial actions taken.

#### **5. Internal auditors**

To ensure that the internal audit function is adequately resourced and continues to have appropriate reporting lines and appropriate standing within the Company, and to keep under review its members' independence and objectivity.

To monitor and review the effectiveness of the Company's internal audit function.

To review, with the external auditors and the head of internal audit, the internal audit programme and any significant findings including fraud, illegal acts, and deficiencies in internal controls or similar issues and review management's responsiveness to the findings and recommendations.

## **6. Internal controls and risk management systems**

To review the Group's system of internal control including financial, operational and compliance controls and risk management (including the effectiveness thereof).

To review and approve the statements included in the annual report in relation to internal control and risk management.

## **7. Financial reporting**

To monitor the integrity of the financial statements of the Company and any formal announcements relating to the Company's financial performance, reviewing significant financial reporting judgements made therein.

To review any changes to accounting principles, policies and practices, to determine the appropriateness thereof (as well as acceptability) especially with respect to methods used to account for and disclose significant or unusual transactions.

Where requested by the Board, to advise the Board on whether, taken as a whole, the annual report is fair, balanced, and understandable and provides the information necessary for shareholders to assess the Company's position and performance, business model and strategy.

To review areas involving significant judgement, estimation or uncertainty in the Group's financial results.

## **8. Bribery and Fraud**

To review the Company's procedures for detecting fraud and preventing bribery.

## **9. General**

To review at least annually, and update, its terms of reference.

To make the terms of reference available.

To review at least annually its own performance and to report to the Board how it has discharged its responsibilities.

To describe in a separate section of the annual report its work and how it has discharged its responsibilities.

The Chair of the Committee shall be present at the AGM to answer questions.

To investigate any matter brought to its attention within the scope of its duties and to obtain outside legal or other independent professional advice.

**Reviewed and approved by the Audit Committee on 23 November 2021**

**Approved by the Travis Perkins plc Board on 1 December 2021**