



# Annual General Meeting of Mitie Group plc

26 July 2022 at 11.30am

Level 12, The Shard, 32 London Bridge Street, London SE1 9SG

**THIS DOCUMENT IS IMPORTANT AND REQUIRES YOUR IMMEDIATE ATTENTION**

If you are in any doubt as to the contents of this document and/or the action to take, you are advised to seek personal financial advice from your stockbroker, bank manager, solicitor, accountant or other independent professional adviser authorised pursuant to the Financial Services and Markets Act 2000 immediately.

If you have sold or otherwise transferred all of your ordinary shares in Mitie Group plc, please pass this document and any accompanying documentation as soon as possible to the purchaser or transferee or to the stockbroker, bank manager or other agent through whom the sale or transfer was effected for transmission to the purchaser or transferee.

# Annual General Meeting of Mitie Group plc (“Mitie”)

Mitie Group plc  
35 Duchess Road  
Rutherglen Glasgow, G73 1AU  
24 June 2022

Dear Shareholder,

We are pleased to notify you that our 2022 Annual General Meeting (the “AGM”) will be held at Level 12, The Shard, 32 London Bridge Street, London SE1 9SG and on an electronic platform as described in Appendix 2 of this document, on 26 July 2022 at 11.30am. The formal Notice of AGM (the “Notice”) and the details of resolutions on which you will be asked to vote are set out in this booklet.

## AGM arrangements

The Company is offering facilities for you to vote at the AGM electronically via the Lumi platform and to attend by conference call to ask questions in real time, should you wish to do so. Further details of how to participate are set out in Appendix 2. Arrangements have also been made to allow you to submit questions in advance of the AGM via email to [investorrelations@mitie.com](mailto:investorrelations@mitie.com). We ask shareholders attending the meeting in person to monitor the Company’s website [www.mitie.com/investors/shareholder-information](http://www.mitie.com/investors/shareholder-information) and regulatory news for any AGM updates.

If you are experiencing COVID-19 symptoms, or are required to self-isolate or quarantine, please do not attend the AGM. Anyone displaying COVID-19 symptoms who attempts to attend the AGM may not be admitted to the AGM and/or may be removed from the AGM to ensure the health and wellbeing of other individuals in attendance.

The UK Government’s measures may change in response to further developments in the COVID-19 pandemic between the date of this Notice and the date of the AGM, and there is no guarantee that the current guidance regarding COVID-19 will remain the same by the date of the AGM.

## Voting at the AGM

If you are not able to attend the AGM electronically or in person, you can still register your vote by appointing a proxy electronically via the shareholder portal ([www.mitie-shares.com](http://www.mitie-shares.com)). To do this you will need your Investor Code, which you will find on your share certificate or welcome letter. You may also vote by returning a completed hard copy form of proxy to Mitie’s Registrars, Link Group (“Link”) at PXS 1, Central Square, 29 Wellington Street, Leeds LS1 4DL. Please note that you will not automatically receive a hard copy proxy form, but may request one from Link should you prefer to vote in this manner. If you are an institutional investor, you may appoint your proxy electronically via the Proxymity platform. In each case, proxy appointments must be submitted to Link no later than 11.30am on 22 July 2022 (or in the case of adjournment, not less than 48 hours before the time appointed for the holding of the meeting) in order for your vote to be registered.

Shareholders who participate in the AGM electronically or in person will be able to vote in real time. For those attending electronically, please refer to Appendix 2 for instructions on how to join the meeting and submit your votes on the day via the Lumi platform. Voting on all resolutions on the day will be by way of a poll through the Lumi website or poll card at the physical meeting. Votes can be cast once the Chairman has declared the poll open.

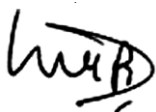
## Recommendation

Your Board of Directors believe that the proposals described in this document are in the best interests of Mitie and its shareholders as a whole and unanimously recommend that you vote in favour of all of the resolutions. The Directors intend to do so in respect of their own beneficial holdings.

## Annual Report and Accounts

The Annual Report and Accounts for the year ended 31 March 2022 have been published and are available on our website, [www.mitie.com](http://www.mitie.com). These detail our financial, operational and corporate responsibility performance in the last financial year and the Board’s plans for the future direction of Mitie. The Board is focused on the long-term future success of the business and delivering shareholder value. Further details can be found on pages 6 to 13 of the Annual Report and Accounts.

Yours sincerely,



**Derek Mapp**  
Chairman

### LinkVote+

Link has launched a shareholder app: LinkVote+. It’s free to download and use and gives shareholders the ability to access their shareholding record at any time and allows users to submit a proxy appointment quickly and easily online. The app is available to download on both the Apple App Store and Google Play, or by scanning the relevant QR code below.

Apple App Store



GooglePlay



# Notice of 2022 Annual General Meeting of Mitie Group plc

Notice is hereby given that the 2022 Annual General Meeting of Mitie Group plc ("Mitie" or the "Company") will be held at Level 12, The Shard, 32 London Bridge Street, London SE1 9SG on 26 July 2022 at 11.30am to consider and, if thought fit, pass the following resolutions, of which resolutions 1 to 16 inclusive will be proposed as ordinary resolutions and resolutions 17 to 20 inclusive as special resolutions.

## **Resolution 1 – Annual Report and Accounts (ordinary resolution)**

To receive the annual report and accounts for the year ended 31 March 2022 (the "Annual Report and Accounts"), together with the reports of the directors of Mitie (the "Directors") and auditors thereon.

## **Resolution 2 – Directors' Remuneration Report (ordinary resolution)**

To approve the Directors' remuneration report (excluding the Directors' remuneration policy) for the year ended 31 March 2022, as set out on pages 115 to 130 of the Annual Report and Accounts.

## **Resolution 3 – Declaration of dividend (ordinary resolution)**

To declare a final dividend for the year ended 31 March 2022 of 1.4p per ordinary share.

## **Resolution 4 – Re-election of Non-Executive Chairman (ordinary resolution)**

To re-elect Derek Mapp as a director.

## **Resolution 5 – Re-election of Chief Executive (ordinary resolution)**

To re-elect Phil Bentley as a director.

## **Resolution 6 – Re-election of Chief Financial Officer (ordinary resolution)**

To re-elect Simon Kirkpatrick as a director.

## **Resolution 7 – Re-election of Independent Non-Executive Director (ordinary resolution)**

To re-elect Baroness Coultie as a director.

## **Resolution 8 – Re-election of Independent Non-Executive Director (ordinary resolution)**

To re-elect Jennifer Duvalier as a director.

## **Resolution 9 – Re-election of Independent Non-Executive Director (ordinary resolution)**

To re-elect Mary Reilly as a director.

## **Resolution 10 – Re-election of Independent Non-Executive Director (ordinary resolution)**

To re-elect Roger Yates as a director.

## **Resolution 11 – Election of Independent Non-Executive Director (ordinary resolution)**

To elect Chet Patel as a director.

## **Resolution 12 – Election of Independent Non-Executive Director (ordinary resolution)**

To elect Salma Shah as a director.

## **Resolution 13 – Re-appointment of auditor (ordinary resolution)**

To re-appoint BDO LLP as auditor of Mitie to hold office from the conclusion of the AGM until the conclusion of the next general meeting before which accounts are laid.

## **Resolution 14 – Remuneration of auditor (ordinary resolution)**

To authorise the Audit Committee to determine the remuneration of the auditor.

## **Resolution 15 – Political donations (ordinary resolution)**

That Mitie (together with any company which is or becomes a subsidiary of Mitie during the period to which this resolution relates) is hereby authorised, at any time during the period commencing on the date of passing this resolution 15 and ending at the earlier of 30 September 2023 and the conclusion of Mitie's next annual general meeting, for the purposes of s366 of the Companies Act 2006 (the "Act"), to:

- (a) make political donations to political parties and/or independent election candidates not exceeding £50,000 in total;
- (b) make political donations to political organisations other than political parties not exceeding £50,000 in total; and,
- (c) incur political expenditure not exceeding £50,000 in total;

provided that the total aggregate amount of such political donations and political expenditure referred to in (a) to (c) above during such period shall not exceed £50,000 for Mitie and all of its group of companies (provided that such amount may comprise sums in different currencies that shall be converted at such rate as the Directors may in their absolute discretion determine to be appropriate). Terms used in this resolution 15 have the same meaning as under Part 14 of the Act.

## **Resolution 16 – Directors' authority to allot shares (ordinary resolution)**

That, in substitution for any equivalent authorities and powers granted to the Directors prior to the passing of this resolution, the Directors be generally and unconditionally authorised pursuant to s551 of the Act to exercise all the powers of Mitie to allot shares in Mitie, and grant rights to subscribe for or to convert any security into shares in Mitie (such shares, and rights to subscribe for or to convert any security into shares of Mitie being "Relevant Securities") up to an aggregate nominal amount of £3,578,612.88 equal to 10% of the issued ordinary share capital of Mitie as at 10 June 2022 (excluding treasury shares) provided that (unless previously revoked, varied or extended) this authority shall expire on the earlier of 30 September 2023 and the conclusion of the next annual general meeting of Mitie, except that Mitie may at any time before such expiry make an offer or agreement which would or might require Relevant Securities to be allotted after such expiry and the Directors may allot Relevant Securities in pursuance of such an offer or agreement as if the authority conferred hereby had not expired.

## **Resolution 17 – General authority to disapply pre-emption rights (special resolution)**

That, subject to the passing of resolution 16, the Directors be generally authorised to allot equity securities (as defined in s560 of the Act) of Mitie wholly for cash pursuant to the authority of the Directors under s551 of the Act conferred by resolution 16 above (in accordance with s570(1) of the Act) and/ or by way of a sale of treasury shares (in accordance with s573 of the Act), in each case as if s561(1) of the Act did not apply to such allotment, provided that the authority conferred by this resolution shall be limited:

- (a) to the allotment of equity securities in connection with an offer of, or invitation to apply for, equity securities to the holders of ordinary shares in the capital of Mitie in proportion (as nearly as practicable) to their respective holdings of such shares but subject to such exclusions or other arrangements as the Directors may deem necessary or expedient to deal with treasury shares, fractional entitlements, record dates or any legal, regulatory or practical problems arising under the laws or requirements of any overseas territory or by virtue of shares being represented by depository receipts or the requirements of any regulatory body or any stock exchange or any other matter whatsoever; and

## Notice of 2022 Annual General Meeting of Mitie Group plc continued

- (b) otherwise than pursuant to sub-paragraph (a) above, to the allotment of equity securities to any person or persons up to an aggregate nominal value equal to £1,789,306.44,

and unless previously revoked, varied or extended, this authority shall expire on the earlier of 30 September 2023 and the conclusion of the next annual general meeting of Mitie, except that Mitie may before the expiry of this authority make an offer or agreement which would or might require equity securities to be allotted after such expiry and the Directors may allot equity securities in pursuance of such an offer or agreement as if the authority conferred hereby had not expired.

### **Resolution 18 – Additional authority to disapply pre-emption rights for the purposes of acquisitions and capital investments (special resolution)**

That, subject to the passing of resolution 16, in addition to any authority granted under resolution 17, the Directors be generally authorised to allot equity securities (as defined in s560 of the Act) of Mitie wholly for cash pursuant to the authority of the Directors under s551 of the Act conferred by resolution 16 above (in accordance with s570(1) of the Act) and/or by way of a sale of treasury shares (in accordance with s573 of the Act), in each case as if s561(1) of the Act did not apply to such allotment, provided that the authority conferred by this resolution shall be limited:

- (a) to the allotment of equity securities and/or sale of treasury shares for cash up to an aggregate nominal amount of £1,789,306.44 calculated, in the case of equity securities which are rights to subscribe for, or covert securities into, ordinary shares by reference to the aggregate nominal amount of relevant shares which may be allotted pursuant to such rights; and
- (b) used only for the purposes of financing (or refinancing, if the authority is to be used within six months after the original transaction) a transaction which the Directors determine to be an acquisition or other capital investment of a kind contemplated by the Statement of Principles on Disapplying Pre-emption Rights most recently published by the Pre-emption Group prior to the date of this notice,

and unless previously revoked, varied or extended, this authority shall expire on the earlier of 30 September 2023 and the conclusion of the next annual general meeting of Mitie, except that Mitie may before the expiry of this authority make an offer or agreement which would or might require equity securities to be allotted after such expiry and the Directors may allot equity securities in pursuance of such an offer or agreement as if the authority conferred hereby had not expired.

### **Resolution 19 – Authority to purchase own shares (special resolution)**

That Mitie be and is hereby generally and unconditionally authorised for the purposes of s701 of the Act to make market purchases (within the meaning of s693(4) of the Act) of its ordinary shares of 2.5p each ("Ordinary Shares"), on such terms and in such manner as the Directors may from time to time determine, provided that:

- (a) the maximum number of Ordinary Shares that may be purchased is 143,144,515, representing approximately 10% of the issued ordinary share capital of Mitie as at 10 June 2022 (excluding treasury shares);
- (b) the minimum price (exclusive of expenses) that may be paid for an Ordinary Share is 2.5p;
- (c) the maximum price (exclusive of expenses) that may be paid for an Ordinary Share is the higher of (i) 105% of the average middle market value of an Ordinary Share (as derived from the Daily Official List of the London Stock Exchange) for the five business days immediately preceding the day on which the Ordinary Share is contracted to be purchased; and (ii) the value of an Ordinary Share calculated on the basis of the price quoted for (a) the last independent trade of, or (b) the highest current independent bid for, any number of Ordinary Shares on the trading venue where the purchase is carried out; and
- (d) this authority shall, unless previously renewed, revoked or varied, expire on the earlier of 30 September 2023 and the conclusion of the next annual general meeting of Mitie, except in relation to purchases of Ordinary Shares the contract for which was concluded before the expiry of this authority and which might be completed or executed wholly or partly after such expiry.

### **Resolution 20 – Notice of general meetings (special resolution)**

That a general meeting (other than an annual general meeting) may be called on not less than 14 clear days' notice. By order of the Board:



**Peter Dickinson**  
Chief of Staff, General Counsel &  
Company Secretary

24 June 2022

Registered Office:  
35 Duchess Road, Rutherglen,  
Glasgow, G73 1AU

Registered number: SC019230

# Meeting notes

- I. Shareholders are strongly encouraged to vote on the resolutions to be proposed at the AGM.

Shareholders are able to complete and return a form of proxy in accordance with the procedures set out below in order to vote in advance of the AGM. Arrangements have also been made to allow shareholders to submit questions to the Board in advance of the AGM (see note 7).

Shareholders may appoint one or more persons other than the Chairman of the AGM to be their proxy to exercise their rights at the AGM and such a proxy need not also be a shareholder of Mitie. However, shareholders are strongly encouraged to appoint the Chairman of the AGM as their proxy, which will ensure their votes are cast in accordance with their wishes, even if the shareholder, or any other person they might appoint as proxy, is unable to attend the meeting in person. A shareholder may appoint more than one proxy provided that each proxy is appointed to exercise rights attached to different shares (so a shareholder must have more than one share to be able to appoint more than one proxy).

A shareholder may only appoint a proxy using the procedures set out in these notes. Mitie is not distributing a hard copy form of proxy unless specifically requested and shareholders are encouraged to vote electronically. The methods available to appoint a proxy are set out below:

- a. requesting a hard copy form of proxy from Mitie's Registrar, Link Group, on 0371 664 0300 and returning the completed form of proxy, and any power of attorney or other authority under which it is executed (or a duly certified copy of any such power or authority) to Link Group, PXS 1, Central Square, 29 Wellington Street, Leeds LS1 4DL; or
- b. completing the online form of proxy via the Mitie shareholder portal ([www.mitie-shares.com](http://www.mitie-shares.com)). If you have not previously registered to use the shareholder portal, you will first be asked to register as a new user, for which you will require your investor code (which can be found on your share certificate and dividend confirmation), family name and postcode (if resident in the United Kingdom); or
- c. if you are an institutional investor, appoint your proxy electronically via the Proxymity platform, a process which has been agreed by Mitie and approved by Mitie's Registrar. Before appointing a proxy through Proxymity, you will need to have agreed to Proxymity's associated

terms and conditions. It is important that you read these carefully as you will be bound by them and they will govern the electronic appointment of your proxy. Further information in relation to Proxymity is available at [www.proxymity.io](http://www.proxymity.io); or

- d. in the case of CREST members, using the CREST electronic proxy appointment service in accordance with note 5 below, and in each case the proxy must be received by Link Group no later than 11.30 am on 22 July 2022 (or, in the case of an adjournment, not less than 48 hours (excluding any part of a day that is not a working day) before the time appointed for the holding of the adjourned meeting).
2. If you are a person who has been nominated by a shareholder to enjoy information rights in accordance with s146 of the Act, you do not have the right to appoint a proxy but you may have a right under an agreement between you and the shareholder by whom you were nominated to be appointed, or to have someone else appointed, as a proxy for the meeting. If you have no such right or do not wish to exercise it, you may have a right under such an agreement to give instructions to the shareholder as to the exercise of voting rights.
3. Mitie, pursuant to Part 13 of the Act and to Regulation 41 of the Uncertificated Securities Regulations 2001 (as amended), specifies that only those shareholders registered in the register of members of Mitie at close of business on 22 July 2022 (or if the meeting is adjourned, two working days before the time fixed for the adjourned meeting) shall be entitled to attend and vote at the AGM in respect of the number of shares registered in their name at that time. Any changes to the register of members after such time shall be disregarded in determining the rights of any person to attend or vote at the meeting or adjourned meeting.
4. In the case of joint holders of shares, the vote of the first named in the register of members of Mitie who tenders a vote, whether in person or by proxy, shall be accepted to the exclusion of the votes of other joint holders.
5. CREST members who wish to appoint a proxy or proxies through the CREST electronic proxy appointment service may do so for the meeting or any adjourned meeting by following the procedures described in the CREST Manual (available at [www.euroclear.com/CREST](http://www.euroclear.com/CREST)). CREST personal members or other CREST sponsored members, and those CREST members who have appointed a voting

service provider, should refer to their CREST sponsor or voting service provider, who will be able to take the appropriate action on their behalf. In order for a proxy appointment or instruction made by means of CREST to be valid, the appropriate CREST message (a "CREST Proxy Instruction") must be properly authenticated in accordance with Euroclear UK & Ireland Limited's ("Euroclear") specifications and must contain the information required for such instructions, as described in the CREST Manual. The message (regardless of whether it constitutes the appointment of a proxy or an amendment to the instruction given to a previously appointed proxy) must, in order to be valid, be transmitted so as to be received by the issuer's agent (ID RA10) by the latest time for receipt of proxy appointments specified in note 1 above. For this purpose, the time of receipt will be taken to be the time (as determined by the timestamp applied to the message by the CREST Applications Host) from which the issuer's agent is able to retrieve the message by enquiry to CREST in the manner prescribed by CREST. After this time any change of instructions to a proxy appointed through CREST should be communicated by other means. CREST members (and, where applicable, their CREST sponsor or voting service providers) should note that Euroclear does not make available special procedures in CREST for any particular messages. Normal system timings and limitations will therefore apply in relation to the input of CREST proxy instructions. It is the responsibility of the CREST member concerned to take (or, if the CREST member is a CREST personal member or sponsored member or has appointed a voting service provider, to procure that his or her CREST sponsor or voting service provider takes) such action as shall be necessary to ensure that a message is transmitted by means of the CREST system by any particular time. In this connection, CREST members (and, where applicable, their CREST sponsors or voting service providers) are referred, in particular, to those sections of the CREST Manual concerning practical limitations of the CREST system and timings. Mitie may treat as invalid a CREST proxy instruction in the circumstances set out in Regulation 35(5)(a) of the Uncertificated Securities Regulations 2001 (as amended).

6. Any corporation which is a member can appoint one or more corporate representatives who may exercise on its behalf all of its powers as a member provided that they do not do so in relation to the same shares.

## Meeting notes continued

7. Any member attending the meeting has the right to ask questions. The Company must cause to be answered any such question relating to the business being dealt with at the meeting but no such answer need be given if (a) to do so would interfere unduly with the preparation for the meeting or involve the disclosure of confidential information, (b) the answer has already been given on a website in the form of an answer to a question, or (c) it is undesirable in the interests of the Company or the good order of the meeting that the question be answered. Shareholders and their proxies will have the opportunity to ask questions in advance of the AGM. Shareholders may submit questions to the Board in advance of the AGM via email to [investorrelations@mitie.com](mailto:investorrelations@mitie.com).
8. As at 10 June 2022 (being the latest practicable date prior to the publication of this Notice) Mitie's issued share capital consisted of 1,432,434,225 Ordinary Shares carrying one vote each. 989,072 Ordinary Shares were held in treasury and accordingly the total voting rights in Mitie as at 10 June 2022 were 1,431,445,153.
9. A copy of this Notice, and all other information required by s311A of the Act, can be found on Mitie's website ([www.mitie.com/investors/shareholder-information/](http://www.mitie.com/investors/shareholder-information/)).
10. Under s527 of the Act members meeting the threshold requirements set out in that section have the right to require Mitie to publish on a website a statement setting out any matter relating to: (i) the audit of Mitie's accounts (including the auditor's report and the conduct of the audit) that are to be laid before the meeting; or (ii) any circumstance connected with an auditor of Mitie ceasing to hold office since the previous meeting at which annual accounts and reports were laid in accordance with s437 of the Act, that the members propose to raise at the meeting. Mitie may not require the shareholders requesting any such website publication to pay its expenses in complying with s527 or 528 of the Act. Where Mitie is required to place a statement on a website under s527 of the Act, it must forward the statement to Mitie's auditor not later than the time when it makes the statement available on the website. The business which may be dealt with at the AGM includes any statement that Mitie has been required under s527 of the Act to publish on a website.
11. Copies of Executive Directors' service contracts with Mitie and any of its subsidiary undertakings, and letters of appointment of the Non-Executive Directors are available for inspection at Level 12, The Shard, 32 London Bridge Street, London SE1 9SG by appointment during normal business hours on Monday to Friday (excluding bank holidays) from the date of this Notice until the conclusion of the AGM. Should a shareholder wish to inspect any of these documents, please submit your request to [investorrelations@mitie.com](mailto:investorrelations@mitie.com).
12. You may not use any electronic address provided in this Notice to communicate with Mitie for any purposes other than those expressly stated.
13. As soon as practicable after the AGM the results of voting will be announced via a regulated information service and made available on Mitie's website ([www.mitie.com/investors/shareholder-information/](http://www.mitie.com/investors/shareholder-information/)).



# Explanatory notes to AGM resolutions

## Approval of resolutions

Resolutions passed as 'ordinary resolutions' require more than 50% of votes cast to be in favour of the resolution. Resolutions passed as 'special resolutions' require 75% or more of votes cast to be in favour of the resolution.

## Annual Report and Accounts (resolution 1)

The Directors of Mitie must present the Annual Report and Accounts for the year ended 31 March 2022 to the meeting.

## Directors' Remuneration Report (resolution 2)

All UK quoted companies are required by law to produce, for each financial year, a Directors' Remuneration Report which sets out the remuneration and benefits paid to Directors during the year. You can find this report on pages 115 to 130 of the Annual Report and Accounts for the year ended 31 March 2022.

An ordinary resolution to approve the Directors' Remuneration Report must be put to shareholders at the meeting at which the Annual Report and Accounts for that year are laid. As in past years, this vote will be advisory and does not affect the future remuneration paid to any Director. This approval will exclude the Directors' remuneration policy (the "Policy"), which is subject to a separate binding vote every three years. The Policy was approved by shareholders at the annual general meeting on 27 July 2021, and therefore remains valid until the 2024 annual general meeting (subject to any changes being proposed prior to that date, or to the advisory vote on the annual implementation report on Directors' remuneration not being passed). No changes are proposed to be made to the Policy this year. The Policy is available on Mitie's website ([www.mitie.com/investors/corporate-governance](http://www.mitie.com/investors/corporate-governance)).

## Dividend declaration (resolution 3)

A final dividend can only be paid following approval by shareholders at a general meeting. A final dividend of 1.4p per ordinary share is recommended by the Directors for payment to shareholders who are on the register as at close of business on 24 June 2022. If approved, the date of payment of the final dividend will be 5 August 2022. An interim dividend of 0.4p per ordinary share was paid to shareholders on 2 February 2022.

## Annual re-election and election of Directors (resolutions 4 to 12)

The UK Corporate Governance Code recommends that all Directors of FTSE 350 companies seek re-election by shareholders on an annual basis. Accordingly, all Directors currently in office will seek re-election or election at the AGM. Separate resolutions will be proposed for each re-election or election. The corporate governance statement, on pages 85 to 106 of the Annual Report and Accounts, provides further details on the review of board composition and performance conducted by the Board. As part of this evaluation the Board has considered the performance of each Director seeking re-election. The Board has concluded that each Non-Executive Director is independent in character and judgement and confirms that each Director makes an effective and valuable contribution to the Board and demonstrates clear commitment to the role. The Board believes that the individual skills and experience of each Director contribute to the overall effectiveness of the Board in promoting the long-term sustainable success of the Company. The table on page 105 of the Annual Report and Accounts sets out how each Director's individual skills and experience contribute to the balance required by the Board. Further information is provided in each Directors' biography in Appendix 1 at the end of these explanatory notes and on pages 87 to 89 of the Annual Report and Accounts.

## Re-appointment of auditor (resolution 13)

Resolution 13 proposes the re-appointment of BDO LLP as auditor of Mitie until the conclusion of the next general meeting at which accounts are laid. Mitie is required to appoint an auditor to serve for each financial year of the Company. The appointment must be made before the end of the general meeting before which accounts are laid. BDO LLP have indicated their willingness to continue as Mitie's auditor and the Audit Committee, which has evaluated the effectiveness and independence of the external auditor, has recommended to the Board that BDO LLP be proposed for re-appointment. Resolution 13 is, therefore, to re-appoint BDO LLP as auditor for the financial year ending 31 March 2023.

The Competition and Markets Authority Order introduced mandatory audit tendering every ten years. This requirement is kept under review by the Audit Committee. During the year ended March 2018, Mitie tendered its external audit services and concluded that BDO LLP be appointed as external auditor. There are no contractual obligations which restrict the choice of auditor.

## Remuneration of auditor (resolution 14)

Resolution 14 authorises the Audit Committee (on behalf of the Board) to fix the auditor's remuneration.

## Political donations (resolution 15)

Resolution 15 concerns Part 14 of the Act which provides that political donations made by a company to political parties, to other political organisations and to independent election candidates or political expenditure incurred by a company must be authorised in advance by its shareholders. Mitie's long-standing policy of not making any political donations will continue. However, it is possible that certain routine activities (including charitable donations) undertaken by Mitie might unintentionally fall within the wide definition of payments constituting political donations and expenditure as set out in the Act. The resolution, if passed, will grant the Directors the relevant statutory authority until the 2023 annual general meeting subject to a total aggregate cap for Mitie and its subsidiary companies of £50,000.

## Directors' authority to allot shares (resolution 16)

The Directors may only allot shares or grant rights over shares if authorised to do so by shareholders. This authority is renewed at every annual general meeting and accordingly this resolution authorises the Directors to allot additional shares or grant rights over shares until the earlier of 30 September 2023 and the next annual general meeting.

The authority will allow the Directors to allot new shares and grant rights to subscribe for, or convert other securities into, shares up to a nominal value of £3,578,612.88, which is equivalent to approximately 10% of the total issued ordinary share capital of the Company, exclusive of treasury shares, as at 10 June 2022 (the latest practicable date prior to publication of this notice). This is materially below the Investment Association's Share Capital Management Guidelines issued in July 2016. There are no current plans to exercise this authority other than in connection with employee share incentive schemes. However, the Directors believe that they should have this authority to respond to market developments and to enable such allotments to take place to finance business opportunities as they arise.

Mitie holds 989,072 treasury shares as at 10 June 2022 (being the latest practicable date prior to the publication of this Notice), representing approximately 0.07% of the issued share capital (excluding treasury shares). The power will be limited to a nominal value of £3,578,612.88, which is equivalent to 10% of the issued share capital (excluding treasury shares) of Mitie as at 10 June 2022.

## Explanatory notes to AGM resolutions continued

### Dis-application of pre-emption rights (resolutions 17 & 18)

If the Directors wish to allot shares (and other equity securities) for cash, under s561(1) of the Act, the Directors are required to first offer such shares to existing shareholders in proportion to their existing holdings – i.e. on a pre-emptive basis. There may be occasions, however, when the Directors will need the flexibility to issue shares without a pre-emptive offer to existing shareholders. This cannot be done under the Act unless the shareholders have first waived their pre-emption rights. Resolution 17 therefore authorises the Directors to allot securities for cash without complying with the pre-emption rights in the Act in connection with a pre-emptive offer or rights issue or otherwise up to a nominal value of £1,789,306.44 which equates to 5% of Mitie's issued share capital excluding treasury shares and 4.997% of the issued share capital including treasury shares, each as at 10 June 2022 (being the latest practicable date prior to the publication of this Notice).

Resolution 18 additionally authorises the Directors to allot new shares (or sell treasury shares) for cash, without the shares first being offered to existing shareholders in proportion to their existing holdings, in connection with the financing (or refinancing, if the authority is to be used within six months after the original transaction) of an acquisition or specified capital investment which is announced contemporaneously with the allotment or which has taken place in the preceding six month period and is disclosed in the announcement of the allotment. The authority under resolution 18 is limited to a nominal value of £1,789,306.44, equivalent to 5% of Mitie's issued share capital excluding treasury shares and 4.997% of the issued share capital including treasury shares, each as at 10 June 2022 (being the latest practicable date prior to the publication of this Notice).

This authority will expire upon the expiry of the general authority conferred in resolution 16 (that is, at the earlier of 30 September 2023 and the next AGM). The Board confirms that it intends to adhere to the provisions in the Pre-Emption Group's Statement of Principles, as updated in March 2015, and not to allot shares or other equity securities for cash on a non-pre-emptive basis pursuant to the authority in resolution 17 in excess of an amount equal to 7.5% of Mitie's issued share capital excluding treasury shares within a rolling three-year period, other than: (i) with prior consultation with shareholders; or (ii) in connection with an acquisition or specified capital investment which is announced contemporaneously with the allotment or which has taken place in the

preceding six-month period and is disclosed in the announcement of the allotment. Adherence to the Pre-Emption Group's Statement of Principles would not preclude issuances under the authority sought under resolution 18.

As at 10 June 2022, Mitie holds 989,072 Ordinary Shares in treasury, which it may sell at a later date for cash rather than simply cancelling them. Any such sales are required to be made on a pre-emptive, pro-rata basis to existing shareholders unless shareholders agree by special resolution to dis-apply such pre-emption rights. Accordingly, in addition to giving the Directors power to allot unissued Ordinary Shares on a non-pre-emptive basis, resolutions 17 and 18 will also give the Directors power to sell Ordinary Shares held in treasury on a non-pre-emptive basis, subject always to the limitations noted above. The Directors consider that the power proposed to be granted by resolutions 17 and 18 is necessary to retain flexibility, although they do not have any intention at the present time of exercising such power.

### Authority to purchase own shares (resolution 19)

The Act permits a company to purchase its own shares provided that the purchase has been authorised by shareholders in a general meeting. In certain circumstances, it may be advantageous for Mitie to purchase its own shares and this resolution seeks the authority from shareholders to continue to do so. The Directors will continue to exercise this power only when, in light of market conditions prevailing at the time, they believe that the effect of such purchases is in the best interests of shareholders generally. Other investment opportunities, appropriate gearing levels and the overall position of Mitie will be taken into account when exercising this authority. Any purchases of shares would be by means of market purchases through the London Stock Exchange. As an alternative to cancellation, Mitie may hold in treasury any of its own shares that it purchases pursuant to the Act and the authority conferred by this resolution. This gives Mitie the ability to re-issue treasury shares quickly and cost-effectively and provides Mitie with greater flexibility in the management of its capital base. It also gives Mitie the opportunity to satisfy employee share scheme awards with treasury shares. Once held in treasury, Mitie is not entitled to exercise any rights, including the right to attend and vote at meetings, in respect of the shares. Further, no dividend or other distribution of Mitie's assets may be made to Mitie in respect of the treasury shares. This resolution specifies the maximum number of Ordinary Shares that may be acquired (equating

to 10% of Mitie's issued share capital (excluding treasury shares) as at 10 June 2022 (being the latest practicable date prior to the publication of this Notice)) and the maximum and minimum prices at which they may be bought. The authority will expire on the earlier of 30 September 2023 and the next annual general meeting.

On 9 June 2022, Mitie announced the commencement of a share buyback programme in respect of its Ordinary Shares up to a maximum consideration of £50 million to be completed over 12 months. Mitie plans to execute the buy-back in two tranches. In respect of the first tranche, Mitie entered into an instruction with Jefferies International Limited ("Jefferies") in relation to the purchase by Jefferies, acting as principal during the period commencing on 9 June 2022 and ending no later than 8 December 2022, of Ordinary Shares for an aggregate consideration (excluding expenses) of no greater than £25 million and the simultaneous on-sale of such shares by Jefferies to Mitie, where they will be cancelled. Jefferies will make its trading decisions concerning the timing of the purchases of Mitie's ordinary shares independently of, and uninfluenced by, Mitie. It is anticipated that the second tranche, subject to a separate instruction, will commence promptly on completion of the first and be executed by Peel Hunt LLP. The programme is being conducted within certain pre-set parameters, and in accordance with the general authority to purchase shares granted by the shareholders at the 2021 AGM (and the authority which is being sought at this AGM). As at the latest practicable date (10 June 2022), 171,681 Ordinary Shares have been purchased.

### Notice of general meetings (resolution 20)

The notice period required by the Act for general meetings of Mitie is 21 clear days unless shareholders approve a shorter notice period which cannot, however, be less than 14 clear days. At the annual general meeting held on 27 July 2021, shareholders authorised the calling of general meetings, other than an annual general meeting, on not less than 14 clear days' notice, and it is proposed that this authority be renewed. The approval will be effective until Mitie's next annual general meeting, when it is intended that a similar resolution will be proposed. The Board will only utilise the authority to hold meetings on less than 21 clear days' notice where, taking into account the circumstances, and noting the recommendations of the UK Corporate Governance Code, the Directors consider this appropriate in relation to the business of the meeting and in the best interests of shareholders as a whole.



# Appendix I: Directors' Biographical Details

## Derek Mapp

Non-Executive Chairman

### Date of appointment to the Board

9 May 2017

### Other current appointments

Derek is an independent non-executive director and chair-designate of the Board of Eurocell plc (Eurocell) and a member of Eurocell's Nomination and Remuneration Committees. Derek will assume the role of chair of the board of Eurocell and chair of the Nomination Committee of Eurocell effective 1 July 2022. Derek is also a director of Woodall Group Limited, a private company and has several other private business interests.

### Past roles

Derek was Chair of Informa plc from March 2008 until his retirement on 3 June 2021. He was also Chair of Huntsworth plc from December 2014 to March 2019. Previously he was Chief Executive Officer of Tom Cobleigh plc and Executive Chair of Leapfrog Day Nurseries Limited. Historically he was Chair of East Midlands Development Agency, Sport England and British Amateur Boxing Association Limited. He continues to have business interests in hospitality in Cornwall and Derbyshire.

### Skills and experience

- Experienced chairman and entrepreneur with exceptional leadership skills
- Extensive career in ownership, managerial, operational and commercial roles in service industries
- Wealth of commercial experience and exceptional governance experience within various sectors
- Promotes robust debate and an open and engaged culture.

## Phil Bentley

Chief Executive

### Date of appointment to the Board

1 November 2016

### Other current appointments

None

### Past roles

Phil was Group Chief Executive Officer of Cable & Wireless Communications plc from January 2014 until its sale to Liberty Global plc in May 2016. Prior to this, he was a member of the board of Centrica plc from 2000 to 2013 while also Managing Director of British Gas from 2007 to 2013, Managing Director, Europe from 2004 to 2007 and Group Finance Director from 2000 to 2004. His prior non-executive directorships include IMI plc from 2012 to 2014 and Kingfisher plc from 2002 to 2010. His earlier career was in international roles with BP and Diageo.

### Skills and experience

- Executive and non-executive experience with FTSE 100 companies for over 20 years
- Significant strategic and commercial experience at both national and global levels
- Exceptional executive and leadership experience from across industry
- Extensive financial and investment community experience
- Accountant by profession, with a master's degree from Oxford University and an MBA from INSEAD, Fontainebleau.

## Simon Kirkpatrick

Chief Financial Officer

### Date of appointment to the Board

1 April 2021

### Other current appointments

None

### Past roles

Simon joined Mitie in July 2019 from Balfour Beatty PLC where he held a number of senior finance roles, including Finance Director for Major Projects and Group Head of Financial Planning & Analysis. He began his professional career with Ernst & Young where he was a director in the Energy practice.

### Skills and experience

- Significant UK and international plc experience
- Proven track record in transforming complex contracting businesses
- Exceptional financial experience and extensive strategic and commercial experience across a number of sectors
- Qualified as a chartered accountant with a law degree from Exeter University.

## Baroness Couttie

Independent Non-Executive Director

### Date of appointment to the Board

15 November 2017

### Other current appointments

Philippa is a member of the House of Lords and a member of the European Affairs Select Committee. She is also Deputy Chair of the Guernsey Financial Services Commission and a member of its Investment Committee and Audit Committee.

### Past roles

Philippa led Westminster City Council from 2012 to 2017. She was elected to the Council in 2006 and subsequently served as Cabinet Member for Finance, Cabinet Member for Housing and Deputy Cabinet Member for Children's Services. She was also a member of the Polling and Digital Media Select Committee from 2017 to 2018, and a member of the Greater London Authority Crime Reduction Board from 2012 to 2014.

Prior to progressing her career in public service, Philippa was a director at Citigroup after she left Schroders, where she headed up its principal finance business. She was also previously Chief Executive of Cornerstone Communications and then PR Consultants.

Philippa has served as a non-executive director on several boards since 2006, including Royal Parks and the London Local Enterprise Partnership.

### Skills and experience

- Extensive experience of the financial sector, developing corporate strategy and executing change management
- Exceptional experience in both public and private sectors at the most senior level
- Ennobled and joined the House of Lords in 2016
- An honours degree in Psychology from the University of St Andrews.

## Jennifer Duvalier

Independent Non-Executive Director

### Date of appointment to the Board

26 July 2017

### Other current appointments

Jennifer is Non-Executive Director and Chair of the Remuneration Committee of Guardian Media Group plc, Chair of the Remuneration Committee and a member of the Nomination and Cyber Security Committees of NCC Group plc and Senior Independent Director and a member of the Audit and Risk, Nomination and Remuneration Committees of Trainline plc. She is also Director of The Cranemere Group Limited where she is also Chair of the Sustainability, People & Diversity Committee, and a member of the Council of the Royal College of Art where she is also Chair of the Remuneration Committee.

### Past roles

Jennifer was Executive Vice President, People for ARM Holdings plc, a global technology business, from September 2013 to March 2017 and was also an executive committee member with responsibility for people and internal communications activity.

### Skills and experience

- Leadership development, talent acquisition and management and succession planning
- Mentoring and coaching
- People strategy, organisation development and change management
- Employee engagement and internal communications
- Corporate social responsibility
- Executive remuneration and performance management experience
- Executive team and Board effectiveness
- MA (Hons) in English and French from the University of Oxford.

## Appendix I: Directors' Biographical Details

continued

### Mary Reilly

Independent Non-Executive Director

#### Date of appointment to the Board

1 September 2017

#### Other current appointments

Mary is Non-Executive Director and Chair of the Audit Committee of Essentra plc, an international supplier of specialist plastic, fibre, foam and packaging products. She is also Independent Non-Executive Director of Gemfields Group Limited and on the board of Mar Holdco S.a.r.l, a privately held Luxembourg company. Her current trusteeships include the Invictus Games Foundation, PDSA and Crown Agents International Development.

#### Past roles

Mary was Non-Executive Director and Chair of the Audit Committee of Travelzoo from 2013 to 2022 and Non-Executive Director and Chair of the Audit Committee of Ferrexpo plc, an iron ore mining company, from 2015 to 2019. She was also Non-Executive Director and Chair of the Audit & Risk Committee of the UK Department for Transport and of Crown Agents Limited, an international development company, from 2013 to 2017. Prior to this, she was Non-Executive Director of Cape plc, a global industrial services company, from 2016 to 2017. She has served as a non-executive director on several other boards since 2000. She was a partner in Deloitte LLP (and predecessor firms) for over 25 years. She was an audit partner in the UK specialising in manufacturing, luxury retail and business services. She also headed a unit offering outsourcing capability.

#### Skills and experience

- Exceptional audit, risk management and assurance experience
- Accounting, finance and international experience
- Chartered accountant, with a degree in History from University College London.

### Roger Yates

Senior Independent Director

#### Date of appointment to the Board

1 March 2018

#### Other current appointments

Roger is Non-Executive Director of Biotech Growth Trust Plc. He is Senior Independent Director and Chair of the Remuneration Committee of Jupiter Fund Management plc. He is also Senior Independent Director and Chair of the Remuneration Committee of St James's Place plc.

#### Past roles

Roger started his career in asset management at GT Management in 1981 and held positions of increasing seniority at Morgan Grenfell, LGT and Invesco. He served as Chief Executive of Henderson Group plc from 1999 to 2008 and as Chief Executive of Unicredit's asset management arm, Pioneer Investments, from 2010 to 2012 and as Chairman from 2012 to 2017.

Roger's non-executive roles have included F&C Investments, IG Group plc, Electra Private Equity plc and JPMorgan Elect plc.

#### Skills and experience

- Substantial board experience
- Strong business track record
- Exceptional knowledge of the finance and investment community
- MA in Modern History from Worcester College, University of Oxford.

### Chet Patel

Independent Non-Executive Director

#### Date of appointment to the Board

1 April 2022

#### Other current appointments

With over 15 years' commercial experience at BT Group, Chet is currently Chief Commercial Officer & Managing Director, Americas, BT Global.

Chet is also a non-executive advisor for a tech start-up and a law firm.

#### Past roles

Chet was non-executive director at London First between 2013 and 2017. He was also a non-executive member of the London Enterprise Panel between 2013 and 2016.

Prior to joining the BT Group in 2006, Chet worked for Charles Schwab.

#### Skills and experience

- Commercial expertise in the B2B service environment, promoting growth and sales strategies
- Expertise in business technology, cyber security, business transformation, commercial and marketing
- An MBA from Henley Management College
- An honours degree in Economics & Politics from University of Leeds.

### Salma Shah

Independent Non-Executive Director

#### Date of appointment to the Board

1 April 2022

#### Other current appointments

Salma is a Partner at Portland Communications, advising clients on public policy and public affairs communications.

#### Past roles

Salma held Special Advisor roles in several Government departments between 2014 and 2019. Prior to this, she worked as a News & Political Programmes Producer for BBC News.

#### Skills and experience

- Public sector expertise
- Extensive experience in public policy, public affairs and communications
- An honours degree in Journalism & Politics from University of Salford.

# Appendix 2: Electronic Facilities – Ability to join the virtual meeting, vote and ask questions

Details of how to attend and vote at the AGM using the electronic facilities being made available, and details of how to ask questions to the business of the meeting (whether through the Lumi AGM online platform or by telephone) are set out below and at [www.mitie.com/investors](http://www.mitie.com/investors).

## Logging in

In order to join the AGM electronically and ask questions via the platform, Shareholders will need to connect to the following site <https://web.lumiagm.com/133-590-952>. Lumi is available as a mobile web client, compatible with the latest browser versions of Chrome, Firefox, Edge and Safari and can be accessed using any web browser, on a PC, smartphone or other internet-enabled device.

Once you have accessed <https://web.lumiagm.com/133-590-952> from your web browser on a tablet or computer, you will be prompted to enter your unique 11 digit Investor Code (IVC) including any leading zeros and 'PIN'. Your PIN is the last 4 digits of your IVC. This will authenticate you as a shareholder.

Your IVC can be found on your share certificate, or Signal Shares users ([www.signalshares.com](http://www.signalshares.com)) will find this under 'Manage your account' when logged in to the Signal Shares portal. You can also obtain this by contacting Link, our Registrar, by calling +44 (0) 371 277 1020\*

Access to the AGM will be available from 30 minutes before meeting start time, although the voting functionality will not be enabled until the Chairman of the meeting declares the poll open. During the AGM, you must ensure you are connected to the internet at all times in order to vote when the Chairman commences polling on the Resolutions. Therefore, it is your responsibility to ensure connectivity for the duration of the AGM via your wi-fi. A user guide to the App and Website is available on our website at: [www.mitie.com](http://www.mitie.com).

If you wish to appoint a proxy other than the Chairman of the meeting and for them to attend the electronic meeting on your behalf, please submit your proxy appointment in the usual way before contacting Link Group on +44 (0) 371 277 1020\* in order to obtain their IVC and PIN. It is suggested that you do this as soon as possible and at least 48 hours (excluding non-business days) before the meeting.

If your shares are held within a nominee and you wish to attend the electronic meeting, you will need to contact your nominee as soon as possible. Your nominee will need to present a corporate letter of representation to Link Group, our registrar, as soon as possible and at least 72 hours (excluding non-business days) before the meeting, in order that they can obtain for you your unique IVC and PIN to enable you to attend the electronic meeting.

## Asking questions via the Lumi platform

Shareholders attending electronically may ask questions by typing and submitting their question in writing. Select the messaging icon from within the navigation bar and type your question at the top of the screen. To submit your question, click on the arrow icon to the right of the text box.

Alternatively, if a shareholder would like to ask a verbal question, a telephone number and instructions will be provided on the home screen at the beginning of the meeting once a shareholder has logged in.

## Voting via the Lumi platform

Once the Chairman of the meeting has formally opened the meeting, they will explain the voting procedure. Voting will be enabled on all resolutions at the start of the formal meeting on the Chairman's instructions. This means shareholders may, at any time while the poll is open, vote electronically on any or all of the resolutions in the Notice of Meeting; resolutions will not be put forward separately.

Once voting has opened, the polling icon will appear on the navigation bar. From here, the resolutions and voting choices will be displayed. Select the option that corresponds with how you wish to vote. Once you have selected your choice, the option will change colour and a confirmation message will appear to indicate your vote has been cast and received. There is no submit button. If you make a mistake or wish to change your vote, simply select the correct choice. If you wish to "cancel" your vote, select the "cancel" button. You will be able to do this at any time whilst the poll remains open and before the Chairman announces its closure.

\* Lines are open from 9.00 a.m. to 5.30 p.m. Monday to Friday, calls are charged at the standard geographic rate and will vary by provider. Calls outside the UK will be charged at the applicable international rate.

