

## Extract from the Code of Conduct

### Company Secretary

#### 6. Company Secretary

6.1 The Board will appoint a Board Member to act as Company Secretary.

6.2 The Secretary is responsible to the Board for ensuring that Board procedures are followed and that all applicable rules and regulations are complied with.

6.3 The Secretary will:

- Make all necessary arrangements in consultation with the Chief Executive, for the holding of Board, and Committee meetings including the taking of minutes.
- Advise Board members as necessary in relation to MS Ireland company secretarial matters
- Ensure that all legal requirements in regard to Company law are being complied with.