

## **RECKITT BENCKISER GROUP PLC (the *Company*)**

### **ROLE AND RESPONSIBILITIES**

This document sets out the role and responsibilities of the:

1. Chief Financial Officer of the Company
2. Non-Executive Directors of the Company
3. Designated Non-Executive Director for Engagement with the Company's Workforce
4. Company Secretary of the Company

#### **Role of Chief Financial Officer**

The Chief Financial Officer's responsibilities include, but are not limited to:

1. Supporting the CEO in developing and implementing the Company's strategy
2. Leading the global finance function and developing key talent and planning for succession
3. Responsible for establishing and maintaining adequate internal controls over financial reporting and for the preparation and integrity of financial reporting
4. Ensuring the Board receives accurate, timely and clear information in respect of the Group's financial performance and position
5. Developing and recommending the long-term strategic and financial plan

#### **Role of Non-Executive Directors**

The Non-Executive Directors responsibilities include, but are not limited to:

1. Providing independent input into Board decisions through constructive challenge and debate, strategic guidance and specialist experience
2. Setting and approving the Company's long-term strategic, financial and operational goals
3. Examining the day-to-day management of the business against the performance targets and objectives set, ensuring that management is held to account
4. Reviewing financial information and ensuring it is complete, accurate and transparent along with reviewing internal control and risk management functions
5. Setting appropriate levels of remuneration for Executive Directors and ensuring performance targets are closely aligned with shareholder interests
6. Development of succession planning and the appointment and removal of senior management
7. Taking into account and responding to shareholders' views

### **Role of Designated Non-Executive Director for Engagement with the Company's Workforce**

The Designated Non-Executive Director for Engagement with the Company's Workforce responsibilities include, but are not limited to:

1. Overseeing the Board's engagement with the Company's workforce, together with management, to understand more about engagement and the culture of the Company
2. Developing and implementing employee engagement initiatives
3. Providing an employee voice in the boardroom and reporting on matters relating to Company culture, purpose and improvements

### **Role of Company Secretary**

The Company Secretary's responsibilities include, but are not limited to:

1. Providing advice and support to the Chair and all Directors
2. Advising and keeping the Board up to date on all relevant legal and governance requirements and ensuring the Company is compliant
3. Facilitating an induction programme for all Board members Ensuring there are policies and processes in place to help the Board function efficiently and effectively
4. Ensuring the Board receives high quality, timely information in advance of Board meetings to ensure effective discussion
5. Keeping abreast of shareholders' views