



PARAMOUNT TRADING (JAMAICA) LIMITED

THE CORPORATE GOVERNANCE POLICY

INTRODUCTION

The Board of Directors (“The Board” or “Directors”) of Paramount Trading (Jamaica) Limited (“PTJL” or “Company”) is empowered to create and monitor the strategic objectives and evaluate the financial framework of the Company. The Board is fully apprised of strategic issues, plans and management policies through the Company’s Executive Officers, who provide detailed reports at scheduled board meetings. In creating value for our shareholders, the Board seeks to develop policies geared toward maintaining good corporate governance and financial management. The Directors hold steadfast in observing high standards of personal integrity and honesty and perform their obligations in line with the best interest of PTJL, its customers, shareholders and other stakeholders.

PART 1: PRINCIPLES

DIRECTORS

1. The Board

The Company is headed by an effective Board, which is collectively responsible for promoting the success of the Company by directing and supervising the Company’s affairs.

2. Chairman and Chief Executive Officer

There is a clear division of responsibilities at the head of the Company between the running of the Board and the executive responsibility for the running of the Company’s business. The positions of Chairman and Chief Executive Officer are held by separate persons, with clearly defined roles and functions.

3. Board balance and independence

The current Board comprises two Executive and seven Non-Executive Directors.

4. Appointments to the Board

New directors are appointed by unanimous decision.

5. Information

The Board is armed timely with relevant information to understand the business of the Company. Relevant information shall include Financial Statements and other reports which are assimilated in such form and quality necessitated to fulfil Board obligations. These are provided quarterly or as required.

6. Performance Evaluation

The Board undertakes a formal and rigorous annual evaluation of its own performance and that of its committees and individual directors.

REMUNERATION

7. The Level and Make-up of Remuneration

Levels of remuneration sufficiently attract, retain and motivate directors of the quality required to run the Company successfully.

8. Procedure

There is an established formal and transparent procedure for developing policy on Board remuneration. No director is involved in deciding his or her individual remuneration.

RELATIONS WITH SHAREHOLDERS

10. Dialogue with Shareholders

There is dialogue with shareholders based on the mutual understanding of objectives.

ACCOUNTABILITY AND AUDIT

11. Financial Reporting

The Board presents a balanced and understandable assessment of the Company's position and prospects.

12. Internal Control

The Board maintains a sound system of internal control to safeguard shareholders' investment and the Company's assets.

13. Audit Committee and Auditors

The Board has established formal and transparent arrangements for the consideration

PART 2: CODE OF BEST PRACTICE

DIRECTORS

1.0 The Board

Principle:

The Company shall be headed by an effective Board, which is collectively responsible for promoting the success of the Company by directing and supervising the Company's affairs.

Code Provisions

- 1.1 The Board's role is to provide entrepreneurial leadership of the Company within a framework of prudent and effective controls, which enables risk to be assessed and managed. The Board sets the Company's strategic aims to

ensure that the necessary financial and human resources are in place for the Company to meet its objectives and review management performance. The Board sets the Company's values and standards and ensures that its obligations to its shareholders and others are understood and met.

- 1.2 The Board shall meet sufficiently regularly to discharge its duties effectively. There is a formal schedule of matters specifically reserved for its decision.
- 1.3 All directors take decisions objectively in the interest of the Company.
- 1.4 Where a director has concerns, which cannot be resolved, with regard to the manner in which the Company is being run or about a course of action being proposed by the Board, such concerns shall be recorded in the Board minutes.

2.0 Chairman and Chief Executive Officer

Principle

There shall be a clear division of responsibilities at the head of the Company between the running of the Board and the executive responsibility for the running of the Company's business. No one individual shall have unfettered powers of decision.

Code Provision

- 2.1 The roles of Chairman and Chief Executive Officer shall not be exercised by the same individual. The division of responsibilities between the Chairman and Chief Executive Officer shall be clearly established.
- 2.2 The Chairman shall be responsible for leadership of the Board, ensuring its effectiveness in all aspects of its role and setting its agenda. The Chairman

shall be also responsible for ensuring that the directors receive accurate, timely and clear information. The Chairman also facilitates the effective contribution of Non-Executive Directors and ensures constructive relations between Executive and Non-Executive Directors.

3.0 Board Balance and Independence

Principle

The Board includes a balance of Executive and Non-Executive Directors, such that no individual or small group of individuals can dominate the Board's decision taking.

Code Provisions

- 3.1 The Board shall be of sufficient size that the balance of skills and experience is appropriate for the requirements of the business and that changes to the Board's composition can be managed without undue disruption.
- 3.2 To ensure that power and information are not concentrated in one or two individuals, there is a strong presence on the Board of Non-Executive Directors.
- 3.3 The Chairman shall determine whether a director is independent in character and judgment and whether there are relationships or circumstances which are likely to affect, or could appear to affect, the director's judgment.

The Chairman should state his reasons if he determines that a director is independent notwithstanding the existence of relationships or circumstances which may appear relevant to its determination, including if the director:

- has been an employee of the Company;
- has, or has had within the last three years, a material business relationship with the Company either directly, or as a partner,

shareholder, director or senior employee of a body that has such a relationship with the Company;

- has received or receives additional remuneration from the Company apart from a director's fee, participates in the company's share option or a performance-related pay scheme, or is a member of the Company's pension scheme;
- has close family ties with any of the Company's advisers, directors or senior employees;
- holds cross-directorships or has significant links with other directors through involvement in other companies or bodies;
- represents a significant shareholder;

As a small Company, (as defined in the Companies Act) at least half the Board, excluding the chairman, shall comprise Non-Executive Directors.

4.0 Appointments to the Board

Principle

There is a formal, rigorous and transparent procedure for the appointment of new directors to the Board.

Code Provision

- 4.1 The Nomination Committee shall lead the process for Board appointments and make recommendations to the Board. The Chairman shall not chair the Nomination Committee when it is dealing with the appointment of a successor to the chairmanship.
- 4.2 Before making an appointment, the Nomination Committee shall evaluate the balance of skills, knowledge and experience on the Board and, in the light of this evaluation; prepare a description of the role and capabilities required for a particular appointment.

- 4.3 The Board shall give reasons to explain why they believe an individual should be appointed to the Board.
- 4.4 The Board should satisfy itself that plans are in place for orderly succession for appointments to the Board so as to maintain an appropriate balance of skills and experience within the Company and on the Board.

5.0 Information and Professional development

Principle

The Board should be supplied in a timely manner with information in a form and of a quality appropriate to enable it to discharge its duties. New directors receive induction on joining the Board and all directors are continually updated and refresh their skills and knowledge.

Code Provision

- 5.1 The Chairman is responsible for ensuring that the directors receive accurate, timely and clear information. Management has an obligation to provide such information and directors seek clarification or amplification where necessary.
- 5.2 The Managing Director and Company Secretary are accountable to the Board through the Chairman on all governance matters.
- 5.3 The Board shall ensure that directors, have access to independent professional advice at the Company's expense where they judge it necessary, to discharge their responsibilities as directors. Committees are being provided with sufficient resources to undertake their duties.
- 5.4 All directors shall have access to the impartial advice and services of the Company Secretary who is responsible to the Board for ensuring that Board procedures are followed and that applicable rules and regulations are complied

with. Under the direction of the Chairman, the Company Secretary's responsibilities include facilitating induction and professional development and ensuring good information flows within the Board and its committees.

- 5.5 Both the appointment and the removal of the Company Secretary is a matter for the Board as a whole.
- 5.6 The Chairman shall ensure that new directors receive comprehensive, formal and tailored induction on joining the Board. This includes, amongst other things, meeting major investors.
- 5.7 The Chairman shall ensure that the directors continually update the skills and knowledge required to fulfil their roles both on the Board and on Board committees. The Company acknowledges that as part of the cost of running an effective Board, the need for provision of funds and time for developing and updating directors are critical factors.

6.0 Performance Evaluation

Principle

The Board undertakes a formal and rigorous annual evaluation of its own performance and that of its committees and individual directors.

Code Provision

- 6.1 Performance evaluations of the Board, its committees and its individual directors are undertaken at least once a year. The Chairman shall act on the results of the performance evaluations by recognizing the strengths and addressing the weaknesses of the Board and where appropriate, appointing new members to the Board or seeking the resignation of directors.

REMUNERATION

7.0 The Level and Make-up of Remuneration/ Compensation

Principle

Levels of remuneration shall be sufficient to attract, retain and motivate the directors of the quality required to run the Company successfully but the Company avoids paying more than is necessary for this purpose. A proportion of Chief Executive Officer's remuneration shall be structured so as to link rewards to corporate and individual performance.

Code Provisions

Remuneration/ Compensation policy

- 7.1 The Compensation Committee provides the packages needed to attract, retain and motivate Executive Directors of the quality required but should avoid paying more than is necessary for this purpose.
- 7.2 The Compensation Committee judges where to position their Company relative to other companies. They must be aware what comparable companies are paying and should take account of relative performance.
- 7.3 The Compensation Committee is sensitive to broader issues, including pay and employment conditions elsewhere in the group, especially when determining annual salary increases.
- 7.4 The performance-related elements of remuneration form a significant proportion of the total remuneration package of Executive Directors. This should be designed to align their interests with those of shareholders and to give these directors keen incentives to perform at the highest levels.

8.0 Procedure

Principle

The Company has established a formal and transparent procedure for developing policy on executive remuneration and for fixing the packages of individual directors. No director is involved in deciding his or her own compensation.

Code Provisions

- 8.1 The Compensation Committee has at least three members including the Chairman.
- 8.2 The Chairman of the Board ensures that the Company maintains contact as required with its principal shareholders about remuneration in the same way as with other matters.

9.0 Disclosure

Principle

The Company's Annual Report shall contain a statement of its compensation policy and details of the remuneration of its directors.

Code Provisions

- 9.1 The Board shall report to the shareholders each year on compensation. The report should form part of, or be annexed to, the Company's Annual Report and accounts. It should be the main vehicle through which the Company reports to shareholders on directors' compensation.

9.2.1 The report should set out the Company's policy on Executive Directors' remuneration. It should draw attention to factors specific to the Company. It should also set out the Company's policy on the Non-Executive Directors' compensation.

RELATIONS WITH SHAREHOLDERS

10.0 Dialogue with Shareholders

Principle

There is dialogue with the shareholders based on the mutual understanding of objectives. Whilst recognizing that most shareholders' contact is with the

10.1 The Chairman shall ensure that the views of shareholders are communicated to the Board as a whole. The Chairman shall discuss governance and strategy with major shareholders. Non-Executive Directors are offered the opportunity to attend meetings with major shareholders. The senior independent director shall attend sufficient meetings with a range of major shareholders to listen to their views in order to help develop a balanced understanding of the issues and concerns of major shareholders.

ACCOUNTABILITY AND AUDIT

11.0 Financial Reporting

Principle

The Board presents a balanced and understandable assessment of the Company's position and prospects.

Code Provisions

11.1 The directors report on the business as a going concern, with supporting assumptions or qualifications as necessary.

12.0 Internal Control

Principle

The Board maintains a sound system of internal control to safeguard shareholders' investment and the Company's assets.

Code Provisions

12.1 The directors shall conduct a review of the effectiveness of the group's system of internal controls. The review should cover material controls, including financial, operational and compliance controls and risk management systems. This review will be done annually.

13.0 Audit Committee and Auditors

Principle

The Board has established formal and transparent arrangements for considering how they should apply the financial reporting and internal control principles and for maintaining an appropriate relationship with the Company's auditors.

13.1 The Board established an Audit Committee of at least three members, with at least one member of the Audit Committee, being a qualified accountant.

13.2 The main role and responsibilities of the Audit Committee is set out in writing, terms of reference and includes:

- monitoring the integrity of the financial statements of the Company, and any formal announcements relating to the Company's financial performance and reviewing significant financial reporting judgments contained in them;
- reviewing the Company's internal financial control system. Unless expressly addressed by a separate Board risk committee composed of independent directors, or by the Board itself, they shall review the Company's internal control and risk management systems;
- making recommendations to the Board in relation to the appointment of the external auditor and to approve the compensation and terms of engagement of the external auditor. Such recommendations must take cognizance of the supply of any non-audit services provided to the Company by the external auditor, which could lead to conflict of interest and impair the external auditor's independence;
- developing and implementing policy on the engagement of the external auditor to supply non-audit services;
- reviewing and monitoring the external auditor's independence, objectivity and effectiveness of the audit process, taking into consideration relevant Jamaican professional and regulatory requirements; and
- reporting to the Board, identifying any matters which may require action or improvement and make recommendations on the steps to be taken.

13.3 The terms of reference of the Audit Committee shall include its role and the authority delegated to it by the Board. A separate section of the Annual Report describes the work of the Committee in discharging those responsibilities.

- 13.4 The Audit Committee shall review arrangements by which staff of the Company may, in confidence, raise concerns about possible improprieties in matters of financial reporting or other matters. The Audit Committee's objective is to ensure that arrangements are in place for the proportionate and independent investigation of such matters and for appropriate follow-up action.
- 13.5 The Audit Committee shall monitor and review the effectiveness of the internal audit activities. Where there is no internal audit function, the Audit Committee should consider annually whether there is a need for an internal audit function and make a recommendation to the Board, and the reasons for the absence of such a function should be explained in the relevant section of the Annual Report.
- 13.6 The Audit Committee has primary responsibility for making a recommendation on the appointment, re-appointment and removal of the external auditors.

CORPORATE SOCIAL RESPONSIBILITY

Principle

The Company is committed to upholding high standards of conducting business and contributing to its societal goals and aim of good corporate citizenship.

Code Provisions

The Board is mandated to oversee the Company's activities to ensure compliance with ethical views and tenets of honesty and integrity.

TRADING IN PTJL'S STOCKS

Principle

Any dealings of Directors or Senior Officers (buying, selling or any other form of dealings) in the Company's shares shall be promptly reported to the JSE.

Code Provisions

15. 1 Directors are required to comply with the JSE's periods of black-outs (periods of prohibited trading) which are outlined as follows:

- a. The period of thirty (30) days immediately preceding the announcement to the Jamaica Stock Exchange of the Company's quarterly financial results;
- b. The period of sixty (60) days immediately preceding the announcement to the Jamaica Stock Exchange of the Company's annual financial results; and
- c. Any period in which the Directors are in possession of price-sensitive information not available to the public or to the Company's shareholders.

PUBLICATION & REVIEW OF POLICY

Principle

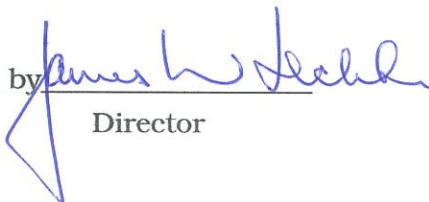
This Policy shall be reviewed at least every two years and the publications of the revised document advised to the Jamaica Stock Exchange. A publication shall be made on the Company's website at www.paramountjamaica.com and an excerpt of the policy shall appear in the Annual Report. It shall indicate that the full Corporate Governance Policy can be viewed on the Company's website. The next review is June 2022.

Board Approval

Approved by the Board of Directors

Signed by 
Chairman

Date 31/8/2020

Signed by 
Director

Date 31/8/2020