# Corporate governance report

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robi AB (publ) is a Swedish limited liability company, listed on NASDAQ OMX Stockholm since 2004. According to its

Articles of Association, Probi shall engage in the development, manufacture and marketing of products that stimulate the growth and/or regulate the natural microflora in humans, and conduct other compatible operations.

Probi's Corporate Governance is based on applicable legislation, resolutions by the Annual General Meeting (AGM), Articles of Association, listing agreement, the Swedish Code of Corporate Governance (the "Code") and work by the Board of Directors and Executive Management.

For more information about the contents of the Code, please refer to: www.bolagsstyrningskollegiet.se.

This Corporate Governance Report pertains to the 2014 financial year and has been prepared in accordance with the Swedish Annual Accounts Act and the Code's regulations. Probi's Articles of Association and additional information about Probi's Corporate Governance are available at www.probi.se, under "Investors."

# Application of the code

Probi, its Board of Directors and Nomination Committee apply the Swedish Code of Corporate Governance. No deviation from the Code has taken place.

# Ownership structure and share capital

At 31 December 2014, Probi had 3,332 (4,188) shareholders, according to Euroclear Sweden AB. On that date, Probi had one owner with a shareholding representing at least one-tenth of the votes for all shares in the company: Symrise AG, Germany, with 49.0% of the votes.

At year-end, the company's share capital amounted to SEK 46,826,500 represented by 9,365,300 shares with a quotient value of SEK 5.00. All shares are of the same type and entitle their holder to one vote and equal rights to the company's assets and earnings. The Articles of Association include no limitations related to share assignability. At year-end, Probi held 250,000 treasury shares, corresponding to 2.7% of the total number of shares, with a quotient value of SEK 5 per share. These shares carry no voting rights and do not qualify for dividends.

## **General Meeting of Shareholders**

Shareholders exercise their influence over the company at General Meetings of Shareholders, Probi's highest decision-making body. The Annual General Meeting (AGM) is held within six months of the end of the financial year. Official notification of the AGM is sent not earlier than six weeks and not later than four weeks prior to the AGM. All shareholders listed in the shareholder registry and who have registered their interest are entitled to participate in the AGM and vote. Each share carries one vote.

The 2014 AGM was held in Lund on 29 April 2014. The Board of Directors, auditors and Nomination Committee were elected at the AGM, which also resolved on guidelines for the remuneration of senior executives, as described in the following.

#### Remuneration of senior executives

The 2014 AGM resolved on the following guidelines for remuneration of senior executives. Probi is to offer market-aligned total remuneration that enables the recruitment and retention of senior executives. Remuneration of executive management is to comprise a fixed salary, variable salary, pension and other remuneration. Combined, these comprise components of the employee's total remuneration package. The fixed salary is to take into account the employee's areas of responsibility and experience. The variable salary is to depend on the employee's fulfilment of quantitative and qualitative goals and is not to exceed 50% of the fixed annual salary. Other remuneration and benefits are to be on market terms and contribute to facilitating the senior executive's ability to complete his/her work duties. Executive management's employment agreements include stipulations concerning periods of notice.

Under these agreements, termination initiated by the employee entails a notice period of three to six months, and when initiated by the company a notice period of six to 12 months. Unchanged salary is paid during the notice period. The Remuneration Committee is entitled to deviate from the aforementioned guidelines if the Board finds specific reasons to motivate this in isolated cases. Ahead of the 2015 AGM, the Board proposes that the Meeting resolve that these guidelines remain the same.

The 2011 AGM also resolved to introduce a share-price-related incentive programme for executive management to apply during the 2011 and 2012 financial years. The outcome is based on the company's share-price trend during the years 2011–2014. The CEO and other senior executives participated in

the incentive programme during the years 2011 and 2012, when the profitability and sales targets that had been established at the beginning of each year were achieved. Both of these programmes were concluded without entitlement to any bonus payments.

#### **Nomination Committee**

The Nomination Committee is elected at the AGM and its principal tasks are to:

- evaluate the Board's composition and duties
- prepare proposals for the AGM to elect Board members and the Chairman of the Board and their remuneration
- prepare proposals for the AGM to elect auditors and their remuneration

On 29 April 2014, the AGM resolved that the Nomination Committee should consist of three owner representatives. Heinz-Jürgen Bertram (CEO Symrise AG) (convenor), Bengt Jeppsson (Professor at the Department of Surgery at Lund University) and Jimmy Bengtsson (Skandia Liv) were re-elected.

On 18 November 2014, Skandia Liv divested most of its holding of Probi shares. Accordingly, Jimmy Bengtsson stepped down from the Nomination Committee and was replaced by Jannis Kitsakis, of the Fourth AP Fund, pursuant to the policy procedures for changes in the ownership structure that were established at the AGM on 29 April 2014.

The Nomination Committee's proposals are presented in conjunction with the official notification of the AGM. Shareholders who wish to contact the Nomination Committee can do so in accordance with the information provided on Probi's website at www.probi.se.

## **Board of Directors**

According to Probi's Articles of Association, the Board is to consist of no fewer than three and no more than seven members, with no more than three deputies, and be elected at the AGM. The company's Articles of Association lack specific stipulations concerning the appointment and dismissal of Board Members and concerning amendments to the Articles of Association. The AGM on 29 April 2014 resolved to elect a Board consisting of seven Members with no deputies as follows:

(Figures in parentheses pertain to attendance at Board meetings in 2014)

Per Lundin, Chairman (re-elected) (13 of 13) Mats Lidgard (re-elected) (13 of 13) Jan Nilsson (re-elected) (13 of 13) Benedicte Fossum (re-elected) (11 of 13) Eva Redhe Ridderstad (re-elected) (13 of 13) Declan MacFadden (re-elected) (9 of 13) Jörn Andreas (newly elected) (6 of 7)

All Board Members are independent in relation to the company and senior executives. A presentation of the Board Members is available on the company's www.probi.se website and in the printed version of the 2014 Annual Report on pages 68–69.

The AGM resolves on principles and monetary limits for Board fees. For 2014, the Board's fees were fixed at KSEK 1,200, of which KSEK 300 was paid to the Chairman of the Board and KSEK 150 to each of the other Board members.

For a brief period, Board members may perform consulting services for Probi. This is pursuant to a Board decision and only if it is deemed to be the most cost-efficient and advantageous option for the company. This type of consulting fee is recognised in the Annual Report.

For information regarding Board fees, see Notes 10 and 26.

# CEO

A presentation of the CEO is available on the company's www.probi.se website and in the printed version of the 2014 Annual Report on pages 70.

#### **Auditors**

The 2014 AGM elected the registered accounting firm Deloitte AB with Authorised Public Accountant Per-Arne Pettersson as auditor-in-charge for the period up to the 2015 AGM.

# Work of the Board and its formal work procedures

The Board is ultimately responsible for Probi's organisation and the administration of the company's affairs. The Board decides whether to appoint or dismiss the CEO, and on major organisational and operational changes. The Board's duties also include evaluating and determining strategies, business plans and budgets.

The Board also adopts quarterly reports, year-end reports and annual reports. The Board annually evaluates the CEO's performance against the established long and short-term objectives. In conjunction with this, the CEO's objectives for the coming financial year are set. No representative of company management participated in this evaluation.

Each year, the Board prepares procedures that regulate the division of work and responsibilities between the Board, Chairman and CEO. This work procedure is adopted at the Board's statutory meeting, which is held in

conjunction with the AGM. The Chairman of the Board is responsible for continuously monitoring the company and ensuring that all Board Members continuously receive the relevant information for making decisions and evaluating Probi. The Chairman must consult with the CEO on strategic issues, supervise Board meetings and ensure that Board matters do not contravene the regulations regarding conflicts of interest stipulated by the Companies Act. The Board annually establishes instructions for the CEO with guidelines for the ongoing administration, accounting and asset management and internal control of the company. These instructions also cover the CEO's authorisations and disclosure requirements towards the Board.

The Board is to convene no fewer than four times distributed equally during the year and hold one statutory meeting. In addition to regular items, the scheduled Board meetings in 2014 focused primarily on strategic and structural issues involving Probi's long-term development. The Board also held eight telephone meetings in 2014. These meetings addressed matters such as the mandatory offer announced by Symrise of Germany on 6 February 2014, as well as commercial issues connected to agreement negotiations.

#### **Audit Committee**

Probi's Audit Committee comprises the Board in its entirety. The Board maintains continuous contact with the auditors, who personally report their findings and observations at least twice annually. The auditors also provide information on the priority areas that future audits will examine, while the Board informs the auditors about issues or areas that the Board wishes to specifically highlight. In 2014, the Audit Committee held two meetings. All members attended both meetings.

# **Remuneration Committee**

Probi's Remuneration Committee comprises the Board in its entirety. The Remuneration Committee is tasked with determining the salary and remuneration of the CEO, as well as bonus systems for the company. Salaries and remuneration of other senior executives are decided by the CEO in consultation with the Chairman of the Board. Policies for remuneration and other terms and conditions of employment for the CEO and senior executives are resolved by the AGM. In 2014, the Remuneration Committee held two meetings. One member was absent at one of these meetings. For information regarding salaries and remuneration of the CEO and other senior executives, see Note 10.

# The Board's internal control report

The Board is responsible for the internal control of financial reporting. This report is limited to the internal control of financial reporting.

Authorisation and responsibility is documented and recognised in internal guidelines and instructions. These encompass the division of responsibilities between the Board and the CEO, attestation instructions and accounting and reporting instructions. The purpose of the instructions in these documents is to minimise the risk of irregularities and improper benefits to other parties at the expense of the company.

The Board monitors the company's financial development through reporting at Board meetings and through continuous financial reporting. The CEO is responsible for preparing and presenting reports at each Board meeting, with the following principal content for the period in question:

- Marketing and sales development, and the status of R&D projects.
- Balance sheets, profit statements and financing analyses.
- Investments and tied-up capital
- · Key ratios.
- Forecasts for current quarters and fullyear.

The CEO must also, in accordance with the established time schedule, submit a financial report to the Board members.

#### **Quality of financial reporting**

The Board is responsible for ensuring the quality of the company's financial reporting. The information submitted by executive management is continuously evaluated. A key element of this work is to ensure that actions are taken concerning potential shortcomings that are detected and implementing the adopted quality improvements. In addition, continuous contact is maintained with the company's auditors who also conduct a review of all quarterly reports in accordance with the Board's decision. Considering the size of the company, it has not been deemed reasonable to establish a specific internal audit function. Each year, the question of establishing a specific internal audit function is to be addressed by the Board.