

# Consti Group Plc's Corporate Governance Statement 2015



# **REVIEW OF CONSTI GROUP PLC'S CORPORATE GOVERNANCE 2015**

Consti Group Plc (Consti) is registered in Finland and it is a publically listed company at Nasdaq Helsinki Ltd Stock Exchange. Consti's governance and management are based on the Finnish Limited Liability Companies Act and Securities Markets Act, the company's Articles of Association and the rules and guidelines of NASDAQ Helsinki Ltd. Consti complies with the Finnish Corporate Governance Code (www.cgfinland.fi) with the exception that its Board has not set up a separate Audit Committee.

The company's Board of Directors has not set up an Audit Committee, and the responsibilities of such a committee have been included in the Board's rules of procedure. The Board collectively takes care of the duties of an Audit Committee. The Board has stipulated that the Group's scope of operations does not necessitate the creation of a separate Audit Committee.

This Corporate Governance review has been given as a separate entity alongside of the Financial Statements, Report of the Board of Directors and Remuneration Statement. The review is available online on the Group's website www.consti.fi > Investors > Corporate Governance.

Consti Group Plc's Board has assessed the review in its meeting 17.2.2016, and the company's auditor has confirmed that the reviews general description on internal control and risk management is in line with the financial statement.

#### 1 BOARD OF DIRECTORS

#### The Board's responsibilities

The Board of Directors confirms Consti's strategy and monitors its implementation. In accordance to the Companies Act and Consti's Articles of Association the Board of Directors attends to Consti's administration and organization of its operations and represents the company. Consti's Board of Directors has established written Rules of Procedure, in which its central responsibilities and principles of operation are defined.

Consti's Board of Directors has three to nine members. The Board elects a Chairman and a Deputy Chairman from among its members. A proposal for the composition of the Board of Directors is prepared by the Nomination and Compensation Committee established annually by the Board of Directors.

# The Board of Directors

- defines the Company's dividend policy
- decides on donations within the framework of the Finnish Companies Act
- defines the operating principles for the risk management system and internal control
- considers and approves interim reports, the report of the Board of Directors and the annual financial statements
- · confirms its own Rules of Procedure
- confirms the Company's operating principles and monitors how they are carried out
- approves the Company's strategy and monitors how it is carried out
- approves annually a business plan and budget based on the strategy and monitors how they are carried out
- sets personal goals for the CEO annually and assesses how they are achieved as well as approves the targets for the members of the Management Team and assesses how those are achieved
- confirms the Group's organizational structure
- appoints and discharges from their duties the CEO and the members of the Management Team and decides on their terms of employment and incentive schemes
- prepares draft resolutions as necessary for the General Meeting of Shareholders concerning remuneration schemes for management and personnel
- · monitors succession issues of the management



• considers other matters that the Chairman of the Board or CEO has submitted on the agenda. Members of the Board are also entitled to bring matters before the Board by informing the Chairman of this.

In 2015 the Board of Directors concentrated on preparing and executing the company's IPO.

#### **Board Members 2015**

Consti Group Plc's Board of Directors on 31.12.2015 comprised of Tapio Hakakari (Chairman), Antti Korkeela, Erkki Norvio, Janne Näränen, Niina Rajakoski, Petri Rignell and Pekka Salokangas. Korkeela, Norvio, Näränen, Rignell and Salokangas were elected in the Annual General Meeting 2.4.2015. Tapio Hakakari was elected with the shareholders' unanimous decision on 18.6.2015. Niina Rajakoski was elected to the Board starting form 30.9.2015 by the shareholder's unanimous decision on 29.9.2015.

Up until the Annual General Meeting on 2.4.2015 the Board consisted of Janne Näränen (Chairman), Jyrki Jalli, Antti Korkeela, Erkki Norvio, Petri Rignell and Pekka Salokangas.

Board of Directors 31.12.2015

#### Tapio Hakakari

Chairman since June 18<sup>th</sup> 2015 Member of the Nomination and Compensation Committee Master of Laws, born 1953 Finnish citizen Independent of the company and significant shareholders

Key work experience Webstor Ltd, CEO Cargotec PLC, interim President and CEO 2012-2013 Kone PLC, Director and Secretary to the Board 1998-2006 KCI Konecranes 1994-1998 Kone PLC 1983-1994

Key positions of trust
Opteam Yhtiöt Ltd, Chairman of the Board since 2013
Enfo Ltd, Chairman of the Board since 2007
Cargotec PLC, Board Member since 2005 and Deputy Chairman of the Board since 2009

Consti Group Plc's shares 55,400 (31.12.2015)

#### Antti Korkeela

Board Member since 2012 Vocational Qualification in Business and Administration, born 1969 Finnish citizen Independent of significant shareholders

Key work experience Consti Group Ltd, CEO 2009-2011 Jollaksen Rakennushuolto Ltd, CEO 1995-2009

Key positions of trust CTK Tekniikka Ltd, Chairman of the Board since 2012 Atolli Ltd, Chairman of the Board since 2012 Random Development Ltd, Chairman of the Board since 2012 Fluorotech Ltd, Board Member since 2012



Teollisuus ja Kiinteistöt Sundberg Ltd, Board Member since 2011

Consti Group Plc's shares 289,842 (31.12.2015)

#### Erkki Norvio

Board Member since 2008 (Chairman of the Board between 2008-2011)

MSc. (tech.), M.Sc. (econ.), born 1945

Finnish citizen

Independent of the company

Key work experience

Ramirent Ltd, CEO and Deputy CEO 1984-2005

Partek Ltd 1972-1984

Key positions of trust

IEP SPV 3 Ltc, Board Member since 2015

Normek Group Ltd, Chairman of the Board from 2008 and Board Member since 2006

Norvier Ltd, Chairman of the Board since 2007

RGE Holding Ltd, Board Member since 2014

Intera Equity Partners Ltd, Board Member since 2007

Consti Group Plc's shares through his holding company 106,463 (31.12.2015).

### Janne Näränen

Board Member since 2008 (Chairman of the Board from 2011 to June 18th 2015), Member of the Nomination and Compensation Committee

MSc. (tech.), M.Sc. (econ.), born 1975

Finnish citizen

Independent of the company

Key work experience

Intera Partners Ltd, Partner since 2008

Booz Allen Hamilton, Senior Associate 2004–2008

Key positions of trust

IEP SPV 3 Ltd, Chairman of the Board since 2015

Hoplop Holding Ltd, Chairman of the Board since 2015

Kreate Ltd, Board Member since 2014

Interna Partners Ltd, Intera Equity Partners I Ltd, Intera Equity Partners II Ltd, Board Member since 2011

Does not own Consti Group Plc shares (31.12.2015)

# Niina Rajakoski

Board Member since September 29th 2015

MSc. (tech.) Master builder, born 1970

Finnish citizen

Independent of the company and significant shareholders

Key work experience

Ilmarinen Mutual Pension Insurance Company, Construction Manager since 2010 and Property manager 1999-2010

YIT Service Ltd, Key Account Manager 1999

YIT Rakennus Ltd, Sales Manager 1998

Haka Ltd, Estimating Engineer 1993-1994

Key positions of trust

Central Chamber of Commerce's Goods Inspection Board, Member since 2015



The Construction Quality Association RALA ry (Rakentamisen laatu), Board Member since 2012 The Finnish Association of Building Owners and Construction Clients RAKLI ry, Construction and Procurement Council Member since 2012

Real Estate Manager certification group (KJs, Kiinteistöjohdon sertifiointiryhmä) Chairman since 2012

Does not own Consti Group Plc shares (31.12.2015)

#### Petri Rignell

Board Member since 2008, Member of the Nomination and Compensation Committee MSc. (tech.), born 1962

Finnish citizen

Independent of the company and significant shareholders

Key work experience IVG Polar Ltd, CEO 2010-2013 CapMan Real Estate, Industrial Advisor 2007-2010 Projektikonsultit Ltd, CEO 1994-2007 Polar Yhtiöt, Foreman 1989-1994 Lemminkäinen Ltd, Project Engineer 1985-1989

Key positions of trust

KE Holding Ltd, Chairman of the Board since 2014 Devecon Group Ltd, Chairman of the Board since 2010 ProRock Ltd, Chairman of the Board since 2007 Minerva Kehitys ja Palvelu Ltd, Board Member since 2012 Tilakarhut Ltd, Board Member since 2008

Consti Group Plc's shares through his holding company 25,100 (31.12.2015).

# Pekka Salokangas

Board Member since 2012 M.Sc. (econ.) born 1961 Finnish citizen Independent of the company and significant shareholders

Key work experience
Relacom Ltd, CEO since 2009
Wiltrain Consulting Ltd and PlanStone Ltd, Management Consultant 2008-2009
ISS Palvelut Ltd, Business Unit Director 1998-2008
Talotek Ltd, CEO 1996-1998
Onninen Oy Whosale International, Marketing Director 1993-1996
Huber Ltd, Development Director 1989-1993

#### Key positions of trust

Orbion Consulting Ltd, Chairman of the Board since 2013
Service industries employers' association (Palvelualojen toimialajärjestö Palta), Board Member 2011-2013
and from 2015

Relacom Finland Ltd, Board Member since 2011

Ficom, Board Member since 2009

Consti Group Plc's shares 22,000 (31.12.2015).

The Board of Directors held 27 meetings during 2015, the average attending rate of Board Members was 92.0. The attendance rate per Member was: Tapio Hakakari 100 %, Antti Korkeela 77.8 %, Erkki Norvio 96.3 %, Janne Näränen 100 %, Niina Rajakoski 87.5 %, Petri Rignell 92.6 % and Pekka Salokangas 96.3 %.



## **Board of Director's Committees**

The Board set up a Nomination and Compensation Committee to improve the efficiency of board work on 2.9.2015. The Board annually nominates at least three Committee Members and appoints one of them as Chairman of the Committee, and confirms the Committee's written charters. The Committee meets when necessary, however at a minimum three times a year. In 2015 the Committee consisted of Janne Näränen, Petri Rignell and Tapio Hakakari and it had two meetings. All Members attended the meetings.

The Committee has no independent decision-making power; it prepares matters to be presented to and decided by the Board. The Committee directly presents the proposal for composition and compensation for the Board of Directors to the Annual General Meeting; prepares a proposal for the CEO and the terms of his/her employment and when necessary also prepares proposals on the appointment and remuneration of other executives prior to the Board of Directors' meeting. The Committee prepares the Group's remuneration principles, short and long-term compensation schemes and monitors their efficiency and realisation. The Committee also prepares the company's diversity policy.

In 2015 the Committee made proposals of the appointment of a Board Member and the compensation of the CEO.

The Board has stipulated that the Group's scope of operations does not necessitate the creation of a separate Audit Committee, and the Board will take care of its responsibilities. In this capacity, the Board meets the external auditor at least once a year without the members of the management employed by the Company. In the capacity of the Audit Committee, the Board's responsibilities include reviewing the Company's financial statements and interim reports, monitoring the internal control system, and seeing to internal and external audits.

# **2 CEO**

The Board appoints Consti's CEO and determines the related terms of employment. The employment terms of the CEO are defined in a written employment contract. The CEO is responsible for ensuring that the targets, plans, guidelines and goals set by the Board are carried out within the Company. According to the Finnish Companies Act, the CEO ensures that the accounting practices of the company comply with the law and that financial matters are handled in a reliable manner. The Board assesses the CEO's work and monitors the CEO's development in achieving set targets.

In 2015, Consti's CEO was Marko Holopainen. Marko Holopainen was born in 1967 and he is a Master of Science (Technology). At the end of the fiscal period the CEO owned 71,600 Consti Group Plc shares, which amounts to 0.91 percent of the company's shares and votes.

#### **3 MANAGEMENT TEAM**

Supporting the CEO in his/her duties, the Management Team is responsible for business development and the Company's operational activities in accordance with targets set by the Board of Directors and the CEO. The Management Team also defines operative principles and procedures in accordance with guidelines set by the Board. The Management Team convenes every month and whenever necessary and concentrates on the strategic issues of the Group and the business areas. On the agenda there are regular reports and questions concerning the development of the financials, governance, corporate responsibility and development projects. The CEO acts as Chairman of the Management Team.

Management Team Members 31.12.2015:

# Marko Holopainen

CEO since March 21st 2014 Consti Talotekniikka Ltd, CEO



M.Sc. (tech.), born 1967

Consti Talotekniikka Ltd, CEO 2009–31 January 2016 Koja Tekniikka Ltd, CEO 2004–2009 and Regional Director 2002–2004 ABB, 1989–2002

Key positions of trust

Chairman of the Board of Consti Group Plc's subsidiaries since 2014 Finnish Association of HPAC Technical Contractors, Member of the Executive Board Electrotechnical Employers' Association STTA, Member of the Board

Consti Group Plc's shares 71,600 (31.12.2015).

#### Risto Kivi

Consti Julkisivut Ltd's CEO Master Builder, born 1971 Consti Group Plc's shares 375,300 (31.12.2015).

#### Esa Korkeela

**CFO** 

M.Sc. (econ.), born 1972

Consti Group Plc's shares 399,600 (31.12.2015).

## Jukka Mäkinen

Consti Korjausurakointi Ltd's CEO M.Sc. (tech.), born 1960 Consti Group Plc's shares 15,812 (31.12.2015).

## Pirkka Lähteinen

Consti Korjausurakointi Ltd's Regional Director B.Eng., born 1977 Consti Group Plc's shares 16,750 (31.12.2015).

#### Markku Kalevo

Consti Julkisivut Ltd's Bid and Sales Director Construction technician, born 1971 Consti Group Plc's shares 296,900 (31.12.2015).

# Hannu Kimiläinen

Consti Service Business Director B.Eng., born 1963 Consti Group Plc's shares 1,000 (31.12.2015).

## Juha Salminen

CDO

Ph.D. (tech.), born 1963

Consti Group Plc's shares 20,234 (31.12.2015).

After the fiscal period, on February 1<sup>st</sup> 2016 Pekka Pöykkö started work as Consti Talotekniikka Ltd's CEO and Management Team Member. Up until that point Consti Group Plc's CEO Marko Holopainen had also been acting as Consti Talotekniikka Ltd's CEO.

# **4 EXTERNAL AUDIT**

The statutory external audit for the financial period includes auditing of accounting records, financial statements and administration. The Annual General Meeting on April 2<sup>nd</sup> 2015 chose Ernst & Young as auditor with APA Mikko Rytilahti as principal auditor. In 2015 audit costs amounted to 167,000 euro. In



addition, the auditor received compensation for other services amounting to 399,000 euro. These other services were related to taking into use IFRS standards and the company's IPO.

Ernst & Young Oy has acted as Consti's auditor since 2008 and also APA Mikko Rytilahti has acted as principal auditor since 2008.

#### 5 INTERNAL CONTROL OF THE FINANCIAL REPORTING PROCESS

Consti compiles its financial reporting in accordance with the International Financial Reporting Standards (IFRS), the Securities Markets Act, the Finnish Accounting Act and the Finnish Accounting Board's guidelines and statements, while complying with the standards of the Financial Supervisory Authority (FIN-FSA) and the rules of NASDAQ Helsinki Ltd. The internal control and risk management principles, guidelines, practices and responsibilities pertaining to the company's financial reporting process, have been designed to ensure that the financial reports disclosed by Consti are reliable and meet the requirements of the law, regulations and company principles.

Instructions regarding the publication of financial information and external communications are included in Consti's disclosure policy approved by the Board of Directors. Its main principles are available on the company website at (www.consti.fi > Investors > Corporate Governance). Investor Relations together with Corporate Communications are responsible for ensuring the accuracy of and compliance with the policy.

#### Risk management

The central principle of Consti's risk management is continuous, systematic and pre-emptive action to identify risks, define the level of risk the company accepts, evaluate and handle risks and, in the event of risk realisation, see to their effective management and administration so that the company will meet its strategic and financial goals. Risk management is a part of the company's management, monitoring and reporting systems. Risk management includes risk identification, evaluation and risk contingency planning.

Consti's strategic and operative goals are used as a basis for identifying risks. Risk analysis and evaluations are conducted as self-assessments. The probability of a risk materialising and the impact this would have is evaluated on a scale of 1-3 as defined in the company's risk principles.

Consti's Board of Directors duty is to confirm the company's risk management principles and evaluate the adequacy and appropriateness of risk management. The CEO is responsible for the company's risk management and its organisation, allocating resources for the work and reviewing the risk management principles. The Group's Management Team is responsible for the actualisation of risk management, operative risk monitoring and risk related actions.

Financial and operational risks, as well as actions taken, are regularly reported to the Management Team. Strategic risks are handled annually together with the strategy. Risk reports are assessed by the Board, the Management Team and in the business areas' own management teams.

Central risks and risk management actions are reported yearly in the annual report and in interim reports.

# Internal control

Internal control aims at protecting the company and its business areas' resources from wrongful use; it makes sure all business transaction are authorised in the necessary manner, supports IT system management and ensures the reliability of financial reporting. In Consti, internal control is foremost the responsibility of line management, which is supported by the Group's support functions. A third level of internal control is made up of internal and external audit, which confirm that the first two levels of control function efficiently.

#### Internal audit

Consti does not have a separate corporate audit function, as internal control responsibilities have been divided inside the corporation between different functions and areas. The Board may use external experts for



assessments regarding the control environment or separate operational evaluations. Consti's external auditor's audit plan takes into consideration that the company does not have a separate corporate audit function.

The CEO creates the foundation for internal control by leading and guiding top management and ensuring that the company's bookkeeping practice follow legislation and financial administration is managed reliably.

The Management Team is responsible for making sure that the organisation's different units have detailed internal control guidelines and procedures. The financial administration staff have an especially important role, as its control actions span all of the company's operational and other units.

The Group's financial administration helps units create appropriate control procedures. It also guides the company's risk management process and reports on its execution to management and monitors the internal control procedures' efficiency and effectiveness in practise.

The business areas' management sees that all of the units and employees that are their responsibility follow the appropriate laws, regulation and internal guidelines.

## Financial reporting process

Internal control efficiency regarding financial reporting is overseen by the Board of Directors, and also the CEO and Group and business area Management Teams. Internal control measures, such as reconciliations, logic analyses and comparative analyses are conducted on an organisational level. The purpose of these control measures is to detect, prevent and correct any errors and deviations in financial follow-up.

Consti's financial reporting is based on monthly performance monitoring in a centralised reporting system. Financial reports are handled first at the reporting unit level, then in the Management Teams of the business area and finally in the Group's Management Team. The Board of Directors also receives a monthly report on financial figures. Controllers report any deviations from the plans to the Management Teams, analyse the reasons for such deviations and support the management in decision-making. Monthly reviews also ensure that performance is in line with annual targets and financial forecasts are up to date. Financial administration aims to harmonise the work practises of controllers and ensure guidelines are interpreted consistently throughout the organisation, and also further improve the guidelines.

# **6 INSIDER MANAGEMENT**

Consti applies the insider guidelines of NASDAQ Helsinki Ltd, in addition to which Consti's Board has approved internal insider regulations that are based on the said guidelines.

In compliance with the Finnish Securities Markets Act, Consti's permanent public insider register comprises, due to their positions, the Members of the Board, the CEO and the auditors and, by definition of the company, the Members of the Management Team. Information from the public insider-register are available on Consti's website: www.consti.fi > Investors > Corporate Governance > Insider register.

The permanent company-specific group of insiders includes people employed by Consti and people who work for Consti under a contract, and who, due to their duties, have regular access to insider information. Permanent insiders are not allowed to trade in Consti's shares 21 days prior to interim report and financial statement publications or on the days which the result is published.

Consti's CFO is responsible for adherence to insider regulations and for monitoring the duty to declare as well as the maintenance of insider registers.

Euroclear Finland Ltd's SIRE-system includes an insider list of all Consti Group Plc's permanent public insiders.