

SUCCESSION PLANS

HOLISTA COLLTECH LIMITED ("COMPANY")

Succession plans are to assist in maintaining the appropriate balance of skills, experience and expertise on the Board. They also assist the Company to support the positions held by key personnel should they become vacant either temporarily or permanently.

Successful process should be:

- continuous;
- driven and controlled by the board;
- involve CEO (or equivalent) input;
- easily executed in a crisis;
- appropriate within the organisation's strategy.

The Company provides the following guidelines for succession planning.

1. Key positions should be identified with consideration given to the impact on this and other positions if it were to become suddenly vacant.
2. Consider the support that might be essential to the ongoing effectiveness of key personnel positions if the incumbent person was not able to continue.
3. Consider any other personnel who may not be regarded as key personnel but whose sudden absence could present serious difficulties.
4. Key personnel should be encouraged to document their organisational and operational knowledge as much as possible.
5. Any procedures providing the organisation to address a vacancy should be formalised.
6. If appropriate, draft a plan which outlines how any policy or procedure could be implemented in an emergency.
7. Any plan should also provide for adequate resources with consideration given to cost.
8. If possible, develop talent pools at various levels in the organisation. For example, potential directors and/or key personnel who meet the selection criteria can be identified and included on an evergreen list. This list will then support a contingency plan should something happen that would cause one or more directors to suddenly leave the board.
9. Avoid the loss of key personnel, where possible.