

# Role of the Chief Executive Officer

Oxford Biomedica plc ("the Company")

This document sets out the role and responsibilities of the Chief Executive Officer ("CEO") of the Company.

The CEO is responsible for the executive management of the Company's business consistent with the strategy and commercial objectives agreed by the Board and subject to the limits of authority established by the Board. The CEO chairs the Senior Executive Team ("SET") and, together with the SET members, provides the day-to-day management of the Company. The CEO is accountable and reports to the Board. The CEO's responsibilities include:

- Formulating and proposing the strategic direction of the Company to the Board and ensuring that key decisions are taken in accordance with the strategic direction of the Company as agreed by the Board.
- Effective development, and implementation of strategy and commercial objectives, agreed by the Board and reporting to the Board on progress in delivering strategic objectives.
- Regularly reviewing the operational performance and strategic direction of the Company.
- Providing clear leadership in responsible business conduct across all areas of the Company's business.
- Ensuring the long-term sustainability of the business in order to build a sustainable future for the Company and the wider community.
- Delegating the day-to-day management of the business of the Company to each of the SET members, acting individually or as a group or sub-committee.
- Managing the Company's affairs and resources on behalf of the Board, except for those reserved for decision by the Board.
- Providing clear leadership to promote the desired culture, values and behaviours and to inspire and support the Company's workforce in all areas of the Company's business, including the development of ideas, products and operations and to promote the Company's purpose, ambition and vision for equality, inclusion and diversity.
- Ensuring the Company has appropriate organisational structures.
- Meeting with the Chair of the Board on a regular basis and keeping the Chair informed of all important matters.
- Ensuring the Board receives accurate, timely and clear information to enable it to discharge its duties.
- Providing advice on succession planning, making recommendations in particular on the role and capabilities required in respect of the appointment of SET members and executive Directors.
- Ensuring that there are appropriate processes in place to identify and manage risk, and that appropriate internal controls are in place.
- Ensuring that there are procedures in place to ensure compliance with all relevant legislation and regulations, including timely and accurate disclosure of information in accordance with regulatory requirements.
- Promoting and conducting the affairs of the Company with the highest standards of integrity, probity and corporate governance.
- Ensuring that the Company meets its obligations in respect of corporate responsibility as defined by the Board.
- Ensuring effective communication with shareholders and other key stakeholders. Representing the Company and furthering its best interests with the business community, investors and analysts, the media, employees, customers, suppliers, governments, shareholders, financial institutions, the community and the public, ensuring that key relationships are fostered.

Approved by the Board on 9 September 2021.