

## **Dunelm Group plc Statement of the Board and governance responsibilities of the Company Secretary**

1. Support the Chair to ensure that the Group Board operates efficiently and in accordance with all legal, regulatory and governance requirements, and that stakeholder views and interests are considered appropriately.
2. Support the Committee Chairs to ensure that the Committees operate efficiently and in accordance with legal, regulatory and governance requirements.
3. Provide advice and support to all Directors on governance, legal and regulatory matters.
4. Under the Chair's direction, ensure good information flows between the Board Committees, and between Directors and management.
5. Oversee the induction of new Non-Executive Directors, and provide Directors and Committees with access to training and independent professional advice at the cost of the Company.
6. Responsible for the governance and sustainability sections of the annual report and the corporate website, and management of the AGM and any general meetings.
7. Liaise with shareholders and their representatives in relation to all governance and ESG (environmental, social and governance) matters.
8. Member of the Pathway to Zero Steering Group, and the Risk and Resilience Committee.

Last reviewed October 2021