

<<C
(Company nu
TED
tration No.>>)

[Minutes of a meeting of the b
<<Company Name>>Limited
<<Date>>at<<Time>>.
resolutions of thesole director]of
held at <<Location>> on

PRESENT:		POSITION
		Director
		[Director]
		[Director][Secretary]
[IN ATTENDANCE:]		
[APOLOGIES FOR ABSENCE RECEIVED FROM:]		

[1. CHAIR

It was resolved that <<Name>>w
took the chair of the meeting.] of the Company and <<Name>>

[2. NOTICE AND QUORUM

The chair reported that sufficient
quorum was present. The chairdec
had been duly given and that a
as open.]

[3. DECLARATIONS OF INTERES

[Eachdirector present at the meet
have any] direct or indirect interes
at the meeting which they were n
2006 and the Company's articles o
ry]OR[confirmed that they did not
ements that were to be considered
ection 177 of the Companies Act

4. BUSINESS OF THE MEETING

Environmental, Social & Governategy

It was noted that growing concern
as more attention being given
onmental factors in society as well
ce issues and increasing legal

¹Paragraphs 1 to 3 and 7 are not requ
be a meeting. s one director because there will not

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obligations on companies, has been
overseen and should operate
responsibly. Specifically, companies
of our planet and its peoples. All the

on how companies are governed,
they do business and behave
as well as profit and the future
collectively referred to as ESG.

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The chair explained that in consi
amongst other things, climate cha
resource depletion; air, water
considerations; diversity, inclusion
bribery and corruption; conflicts of

the [board/sole director] considered
its emissions; energy efficiency and
and waste; health and safety
holder and community engagement;
laundering².

The chair further explained that f
Company may [lead to, amongst
as well as] pose a litigation, ph
Company that might adversely affe

ESG issues that are relevant to the
enforcement against the Company
financial and reputational risk to the

Considering this, and to minimis
wishes to put in place an ESG stra
out the type of organisation the Co

The chair stated that the Company
with its size and sector focus, setting

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5. DOCUMENTS [PRODUCED T
DIRECTOR]

[CONSIDERED BY THE SOLE

The following documents were [pr

R [considered]:

<<List any relevant documents
environmental, employment or soc

policy, the Company's existing

6. RESOLUTIONS

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Considering the Company's com
consideration of the matters refe
WAS RESOLVED THAT, the direc

as outlined above and after
) of the Companies Act 2006, IT
ESG strategy to include:

- conducting an ESG audit
to establish what ESG means
- consulting with stakeholder
to determine the Company's ESG objectives
- setting ESG objectives and
processes to address ESG
sector;
- incorporating relevant ESG
so that ESG becomes a routine co
- updating any existing polic
with ESG requirements, s
environmental, employment
- formulating appropriate me
at intervals on the Company's
that such measurement an

assessment across its business to
assist the board to determine, the
ESG framework through policies and
Company, considering its size and
board's terms of reference so that
decision making;
the Company to bring them into line
with policies or processes such as
etc>>;
reporting to stakeholders at suitable
intervals on its ESG strategy, and ensuring
and

²This is a non-exhaustive list, which ca

as required.

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- <<Insert any other ESG consider>>.

It was further resolved that the directors ensure compliance with their duties

decision that the directors wish to take in a proactive and engaged manner in relation to ESG matters.

[7. CLOSE

There was no further business and

it was agreed that the meeting was closed.]

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[Chairman]OR[Sole Director]

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