

**STELLA-JONES INC.**  
(the “Corporation”)

**CHAIR OF THE AUDIT COMMITTEE**

**POSITION DESCRIPTION**

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**Function**

The Chair of the Audit Committee of the Board of Directors is responsible for the effective functioning of the Audit Committee.

The Chair of the Audit Committee of the Board of Directors shall, upon recommendation by the Committee, be appointed by the Board of Directors for a one-year term following the annual meeting of shareholders (provided if there is a vacancy in such office, the members of the Committee shall appoint one of its members to fill the vacancy until such time as it is filled by the Board of Directors).

**Responsibilities of the Chair**

The Chair shall provide leadership to the Audit Committee with respect to:

Establishing procedures to govern the Audit Committee’s work and ensure the Audit Committee’s full discharge of its mandate and duties, including:

1. Collaborating with the CEO, CFO and other members of senior management, where appropriate, to develop the agenda for Audit Committee meetings.
2. Providing appropriate information from management to enable the Audit Committee to exercise their accountabilities.
3. Maintaining close contact with the Chair of the Board on all matters pertaining to the Audit Committee.
4. Ensuring that all items requiring Audit Committee approval or Audit Committee recommendations to the Board of Directors are appropriately tabled.
5. Ensuring proper flow of information to the Audit Committee and reviewing adequacy and timing of documentary materials in support of management’s proposals.
6. Ensuring with Audit Committee members, that external advisors retained or to be retained by the Audit Committee are appropriately qualified and independent.
7. Ensuring that the Audit Committee has access to such members of senior management as may be required by the Board of Directors.
8. Ensuring transparent communication between the Audit Committee and the Corporation’s external auditor.
9. Communicating to the Board of Directors each year the auditing firm recommended by the Audit Committee that is to audit and report on the Corporation’s financial statements for the current fiscal year.
10. Reviewing with Audit Committee members, the annual audit plan with the auditing firm to ensure that the audit will meet the needs of the Board of Directors and the requirements of the Corporation.

11. Conducting pre-audit meeting(s) among Audit Committee members and the auditing firm to review, among others, the general nature of the audit procedures to be performed and any significant accounting and auditing problems that the auditors can foresee.
12. Ensuring that the Audit Committee is tracking the Corporation's timely progress with respect to disclosure controls & procedures and internal controls & procedures.
13. Ensuring that the Audit Committee monitors the Corporation's compliance with International Financial Reporting Standards (IFRS) and remains abreast of upcoming changes in the accounting standards.
14. Chairing every meeting of the Audit Committee and encouraging free and open discussion at meetings of the Audit Committee.
15. Reporting to the Board of Directors on behalf of the Audit Committee.
16. Receiving complaints or concerns regarding internal accounting controls and accounting or auditing matters from employees as set out in the Corporation's whistle blowing procedures.
17. Attending every meeting of shareholders and responding to such questions from shareholders as may be put the Chair of the Audit Committee.
18. Carrying out other duties as assigned or requested by the Board of Directors, depending on need and circumstances.

Reviewed and approved by the Board of Directors on December 6, 2021.