

**CORPORATE GOVERNANCE GUIDELINES**  
**OF**  
**AMTECH SYSTEMS, INC.**

As adopted by the Board of Directors

on May 10, 2022

# AMTECH SYSTEMS, INC.

## Corporate Governance Guidelines

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## I. INTRODUCTION

The Board of Directors (the “**Board**”) of Amtech Systems, Inc. (the “**Company**”) has adopted the following Corporate Governance Guidelines (the “**Guidelines**”) to reflect the Board’s strong commitment to sound corporate governance practices and to encourage effective policy and decision making at both the Board and management level, with a view to enhancing long-term value for the Company’s shareholders. These Guidelines are intended to assist the Board in the exercise of its governance responsibilities and serve as a flexible framework within which the Board may conduct its business, not as a set of binding legal obligations. These Guidelines are not intended to change or interpret any federal or state law or regulation, including the General Corporation Law of the State of Arizona, or the Amended and Restated Articles of Incorporation or Amended and Restated Bylaws (“**Bylaws**”) of the Company. These Corporate Governance Guidelines are subject to modification from time to time by the Board and shall be posted on the Company’s website.

## II. BOARD COMPOSITION AND DIRECTOR QUALIFICATIONS

### A. Size of Board.

The Company’s Bylaws provide that the number of directors will be determined by the Board from time to time. The Board reviews from time to time the appropriateness of its size and other factors affecting its composition and may adjust its size upward or downward to reflect the changing needs of the Company.

### B. Director Tenure.

At this time, the Board does not believe it should establish term limits. While term limits could help ensure that there are fresh ideas and viewpoints available to the Board, they hold the disadvantage of losing the contribution of directors who have been able to develop, over a period of time, increasing insight into the Company and its operations and, therefore, provide an increasing contribution to the Board as a whole. As an alternative to term limits, the Nominating and Corporate Governance Committee will review each director’s continued service on the Board annually. This will permit the Nominating and Corporate Governance Committee to regularly assess each director’s contribution to the Board and allow each director the opportunity to conveniently confirm his or her desire to continue as a member of the Board.

### C. Retirement Age.

It is the policy of the Board that no Director should stand for reelection during or after the year in which he or she will attain the age of 75. The Board may, however, upon evaluation of a Director that has reached 75 years of age, in its discretion, ask such Director to remain on the Board if the Board believes that such Director will continue to make significant contributions to the work of the Board.

### D. Directors Who Change Their Present Job Responsibility.

Management Directors (i.e., Directors who are also executive officers of the Company) are expected to submit a letter of resignation to the Board at the time of retirement from employment

with the Company, or when transferring from his or her most senior management position in the Company, other than as a result of promotion.

A Non-Management Director (*i.e.*, a Director who is not an executive officer of the Company whether or not he or she would also qualify as an “independent” Director) who retires or experiences a material change in the position he or she held when most recently elected to the Board (other than as a result of promotion) should submit his or her resignation to the Board, which the Board may accept or reject based on the recommendation of the Nominating and Corporate Governance Committee.

E. Independence of Directors.

It is the policy of the Board that a majority of the members of the Board will be “independent” Directors in accordance with the requirements of applicable laws, rules and regulations, including those of The Nasdaq Stock Market (“*Nasdaq*”). A Director will not qualify as an “independent” Director unless the Board has affirmatively determined pursuant to applicable legal and regulatory requirements that such Director has no material relationship with the Company. The Board may adopt categorical standards to assist it in making such independence determinations. The Board will identify the “independent” Directors and any transactions or relationships that were considered in making independence determinations in the Company’s annual proxy statement in accordance with applicable legal and regulatory requirements. Compliance with the definition of “independent” Director will be reviewed annually by the Nominating and Corporate Governance Committee.

F. Number of Directorships.

The number of boards on which a Director may sit may be reviewed on a case-by-case basis by the Nominating and Corporate Governance Committee. However, as a general rule, each independent Director should not hold more than three directorships of public companies other than the Company. A Director should notify the Chairperson of the Nominating and Corporate Governance Committee prior to accepting a new position on another board in order that the Nominating and Corporate Governance Committee may examine the relationship for a potential conflict of interest. In addition, Management Directors must obtain the prior written approval of the Chairman of the Board prior to accepting an invitation to serve on the board of directors of another public company.

G. Board Membership Criteria.

The Nominating and Corporate Governance Committee, with the input of the Company’s Chief Executive Officer, is responsible for recommending to the Board (1) nominees for Board membership to fill vacancies or newly created positions and (2) the persons to be nominated by the Board for election at the Company’s Annual Meeting of Shareholders.

In connection with the nomination process, the Nominating and Corporate Governance Committee shall review the desired experience, skills and other qualities to assure appropriate Board composition, taking into account the current Board members and the specific needs of the Company and the Board. It is expected that the Nominating and Corporate Governance Committee will consider (a) individual qualifications, including relevant career experience, strength of

character, maturity of judgment, familiarity with the Company's business and industry and (b) all other factors it considers appropriate, existing commitments to other businesses, potential conflicts of interest, legal considerations, corporate governance background, financial and accounting background, executive compensation background, willingness to devote adequate time to Board duties and the size, composition and combined experience of the existing Board. The Board is also committed to seeking out highly qualified candidates of diverse gender and race, as well as taking into account other factors that promote principles of diversity, including diversity of a candidate's perspective, background, nationality, age and other demographics. Lastly, as a majority of the Board must consist of individuals who are independent, a nominee's ability to meet the independence criteria established by Nasdaq is also a factor in the nominee selection process. This process is designed to ensure that the Board includes members with diverse backgrounds, skills and experience, including appropriate financial and other expertise relevant to the business of the Company.

Consistent with past practices, the Board is committed to a strong and diverse membership and to a thorough process to identify those individuals who can best contribute to the Company's continued success. As part of this process, the Nominating and Corporate Governance Committee will continue to take all reasonable steps to identify and consider for Board membership all candidates who satisfy the business needs of the Company at the time of appointment.

The Nominating and Corporate Governance Committee will also consider proposals for nominees for Director from shareholders which are made in writing to the Corporate Secretary of the Company in compliance with the Amended and Restated Bylaws of the Company and the written requirements, if any, provided by the Company from time to time in its public filings.

#### H. Selection of Directors.

The Board is responsible for selecting director nominees for election to the Board and for filling vacancies on the Board and newly created directorships that may occur between annual meetings of shareholders.

#### I. Chairman of the Board.

The Board believes that it is a best practice that the offices of Chairman of the Board and Chief Executive Officer of the Company shall be maintained as separate roles. In the absence of a separation of such roles as determined by the Board, the Board shall appoint a Lead Director who shall have such duties and responsibilities as determined by the Board.

### **III. BOARD AND DIRECTOR RESPONSIBILITIES; PROCEDURES FOR MEETINGS**

#### A. Board and Director Responsibilities.

The basic responsibility of the Directors is to exercise their business judgment to act in what they reasonably believe to be in the best interests of the Company and its shareholders. In discharging that obligation, Directors should be entitled to rely on the honesty and integrity of the Company's senior management and its outside advisors and auditors. Each Director is expected to spend the time and effort necessary to properly discharge his or her responsibilities.

The Board oversees the members of senior management who are charged by the Board with conducting the business and affairs of the Company. The Board will regularly monitor the effectiveness of senior management in order to evaluate whether the Company is being properly managed. It is the sense of the Board, however, that it should not involve itself in the day-to-day management decisions of the Company.

The Board expects each Director, as well as the Company's officers and employees, to be familiar with and comply with the Amtech Group Code of Ethics and Business Conduct.

B. Frequency and Length of Meetings.

The annual schedule for regular meetings of the Board will be submitted and approved by the Board in advance. Board meetings will be for such length of time as may be required to cover the subjects on the scheduled agenda. Special meetings of the Board may be called as provided in the Company's Bylaws. Directors are expected to attend at least 75 percent of the Board meetings and the meetings of Board committees on which they serve, and to spend the time required and meet as frequently as necessary to properly discharge their responsibilities. Directors are also expected to attend (in person or virtually) the Company's Annual Meeting of Shareholders.

C. Agenda for Board Meetings.

The Chairman of the Board, working together with the Company's senior management, will establish the agenda for each Board meeting. At the beginning of the fiscal year, the Chairman of Board will establish a schedule of agenda subjects to be discussed during the fiscal year (to the extent these can be foreseen).

Board members may suggest items for inclusion on the agenda and, subject to the will of the majority of those Directors present, may raise for discussion at any Board meeting subjects not on the agenda.

D. Board Materials Distributed in Advance.

Directors will be provided, sufficiently in advance of each meeting to permit ample time for review, background information and materials relating to the items to be addressed at such meeting. Directors have a responsibility to review these materials in advance of such scheduled meetings. The Company's officers will strive to make the information clear and concise yet comprehensive and will make an ongoing effort to solicit suggestions from Non-Management Directors on how to best meet their information needs. Directors will also receive and are expected to review financial statements, earnings reports, significant press releases, certain analyst reports and other information designed to keep them informed of material aspects of the Company's business, performance and prospects.

E. Meetings of Independent Directors.

To promote open and unfettered discussion among independent Directors, the independent Directors will meet without management before or after each regularly scheduled Board meeting, or at such other intervals as a majority of the independent Directors shall determine. Except as otherwise designated, the Chairman of the Board shall serve as the presiding Director at each such

executive session and meeting of independent directors. If the Chairman of the Board is not independent or previously served as an executive officer of the Company, then the Lead Director shall serve as the presiding Director at such executive sessions.

#### **IV. BOARD COMMITTEES**

##### **A. Number and Structure.**

The Board will at all times have an Audit Committee, a Compensation Committee, a Nominating and Corporate Governance Committee, and a Technology Strategy Committee. These committees and all of the members of these committees will satisfy and comply with the independence requirements of Nasdaq and all other applicable laws, rules and regulations. Committee members will be recommended by the Nominating and Corporate Governance Committee and be approved by the Board and may be removed by the Board in its discretion. The Board may also form additional committees. A Non-Management Director may attend any committee meeting *ex officio* with the concurrence of the chairperson of such committee. Committee members and committee chairpersons will be appointed by the Board upon recommendation of the Nominating and Corporate Governance Committee with consideration of the desires of individual directors. In the absence of such appointment by the Board, the members of each Committee may designate a Chair by majority vote of the full Committee.

It is the sense of the Board that consideration should be given to rotating committee members periodically, but the Board does not feel that rotation should be mandated as a policy.

##### **B. Committee Agenda.**

The chairperson of each committee, in consultation with appropriate members of the applicable committee and management, will develop the committee's agenda. At the beginning of the Board year, each committee will establish a schedule of agenda subjects to be discussed during the year (to the extent these can be foreseen).

##### **C. Committee Charter; Annual Self-Evaluation.**

Each of the Audit Committee, the Compensation Committee and the Nominating and Corporate Governance Committee have developed, and will maintain and comply with, a charter describing, among other things, its duties and responsibilities in accordance with applicable legal and regulatory requirements, including those of Nasdaq. Additional committees formed or maintained by the Board may, under the leadership of their respective chairpersons, develop and maintain charters describing their respective duties and responsibilities. Committee charters developed or amended by a committee will be reviewed by the Nominating and Corporate Governance Committee and approved by the Board. Each committee shall, on an annual basis, review and reassess the adequacy of its charter, conduct an evaluation of its performance during such past year, and report these findings to the full Board as appropriate. In addition, the Nominating and Corporate Governance Committee shall, on an annual basis, review and reassess the adequacy of the charter of each other Board committee.



D. Disclosure of Committee Activities.

The chairperson of each committee will report to the Board, no later than the next regularly scheduled meeting of the Board following a committee meeting, on all significant matters discussed, actions taken and recommendations made by such committee. The chairperson and other committee members will have an opportunity to comment on committee activities at each Board meeting. Copies of the final minutes of all committee meetings will be distributed to Directors upon request.

E. Number of Audit Committee Directorships.

Members of the Audit Committee shall not simultaneously serve on the audit committee of more than three public company boards (including the Company's), unless the Board determines in its discretion that such simultaneous service would not impair the ability of such member to effectively serve on the Committee.

**V. BOARD ACCESS TO MANAGEMENT AND INDEPENDENT AND OUTSIDE ADVISORS**

A. Board Access to Management and Counsel.

Directors will have open access to the Company's executive officers and counsel. However, they should use judgment to ensure that this contact is not distracting to Company business operations and will, to the extent appropriate, copy the Chairman of the Board and the Chief Executive Officer on any written communications between the director and an officer or an employee of the Company.

Furthermore, the Board encourages the senior management team to, from time to time, bring other senior employees into Board meetings who (i) can provide additional insight into the items being discussed because of personal involvement in these areas, and/or (ii) are managers or senior employees with future potential that the senior management believes should be given exposure to the Board.

B. Board and Committee Access to Independent and Outside Advisors.

The Board and each Committee shall have the authority to engage independent or outside counsel, accountants or other advisors, in each case, of its choice and as it determines to be necessary or appropriate. All related fees and costs of such advisors shall be paid promptly by the Company in accordance with its normal business practices.

**VI. CHIEF EXECUTIVE OFFICER EVALUATION AND MANAGEMENT SUCCESSION**

A. Evaluation of Chief Executive Officer and Executive Officers.

The Compensation Committee shall be responsible for evaluating the performance of the Company's Chief Executive Officer and reviewing the Chief Executive Officer's evaluation of the Company's executive officers. The Compensation Committee shall report to the Board

periodically with respect to such evaluations. The Board shall review the evaluations to ensure that the executive officers are providing the best leadership for the Company over both the long-and short-term.

B. Management Succession.

On an annual basis, the Board plans for succession to the position of Chief Executive Officer as well as certain other senior executive positions. The Nominating and Corporate Governance Committee is responsible for making recommendations to the Board about succession planning with close coordination with the Compensation Committee. The Nominating and Corporate Governance Committee also recommends to the Board succession plans in the event of an emergency or the retirement of the Chief Executive Officer.

**VII. BOARD ORIENTATION, COMPENSATION AND SELF-EVALUATION**

A. Director Orientation and Continuing Education.

Each Director, upon his or her initial election to the Board, will receive, on an individualized basis, materials and briefings to permit such Director to become familiar with the Company's business, finances, corporate governance and compensation practices and policies. The Company will also provide, on an ongoing basis, additional opportunities for Directors to further familiarize themselves with the Company's business, finances and operations, which may include, among other things, presentations from members of management of the Company and its subsidiaries and site visits to the Company's operational sites. In addition, Directors are encouraged to attend continuing director education programs on best practices at the Company's expense.

B. Director Compensation.

The Compensation Committee will periodically review and make recommendations to the Board regarding the form and amount of non-employee Director compensation, taking into consideration whether Directors are being rewarded in a manner consistent with the compensation strategy of the Company, competitive market practices and applicable legal and regulatory requirements. A meaningful portion of the compensation of the non-management Directors may consist of stock or other equity-based compensation. Directors who are employees of the Company or its subsidiaries and, to the extent applicable, Directors who serve pursuant to contractual arrangements with the Company shall not be entitled to receive additional compensation for serving on the Board.

The Directors shall also be entitled to have the Company purchase reasonable directors' and officers' liability insurance on their behalf and shall further be entitled to the benefits of indemnification to the fullest extent permitted by law and the Company's charter, Bylaws and any indemnification agreements, and to exculpation as provided by Arizona law and the Company's charter documents.

The Directors shall also be entitled to reimbursement for reasonable expenses incurred in connection with attending Board and committee meetings.

C. Board Self-Evaluation.

The Board will conduct a self-evaluation annually to determine whether it and its committees are functioning effectively. If requested by the Board, this review will be overseen by the Nominating and Corporate Governance Committee, in accordance with the charter, policies and principles of that committee. The objective of the self-evaluation is to increase the effectiveness of the Board, and thereby its value to the Company, through the consideration of, among other things, improved and alternative Board structures, organization or processes. The Board will discuss the results of such self-evaluation to determine whether any actions would be appropriate in order to improve Board or Board committee performance.

**VIII. GENERAL**

A. Communications with the Board.

Security holders of the Company and other interested parties may communicate with one or more of the Directors (including any presiding Director or the Non-Management Directors as a group) by mail in care of the Corporate Secretary at the principal executive offices of the Company and should specify the intended recipient or recipients. All such communications, other than unsolicited commercial solicitations or communications, will be forwarded to the appropriate Director or Directors for review.

B. Periodic Review of These Guidelines.

The operation of the Board is a dynamic and evolving process. Accordingly, these Corporate Governance Guidelines will be reviewed at least annually by the Nominating and Corporate Governance Committee and any recommended revisions will be submitted to the Board for consideration.

C. Conflicts of Interest.

Directors are expected to avoid any action, position or interest that conflicts with the interests of the Company or gives the appearance of a conflict. If an actual or potential conflict of interest develops, the Director should immediately report the matter to the Chairman of the Board and to either the Chief Executive Officer or Chief Financial Officer. Any significant conflict must be resolved or the director should resign. If a director has a personal interest in a matter before the Board, the director will disclose the interest to the Board, excuse himself or herself from discussion on the matter and not vote on the matter.

D. Stockholder Advisory Vote on Executive Compensation.

The Compensation Committee will review the results of any advisory shareholder votes on executive compensation (“**Say on Pay Votes**”) as presented to the Company’s shareholders at the Company’s Annual Meeting of Shareholders as required by Section 14A of the Securities and Exchange Act of 1934, as amended, and the rules and regulations adopted thereunder. The Compensation Committee will consider whether to recommend any changes or modifications to the Company’s executive compensation policies and practices as a result of the Say on Pay Votes. Further, the Compensation Committee will recommend for approval by the Board how frequently

the Company should provide its shareholders with the opportunity to cast a Say on Pay Vote, taking into account the results of any prior shareholder votes regarding the subject.

E. Reporting of Concerns to Non-Employee Directors or the Audit Committee.

Anyone who has a concern about the Company's conduct, or about the Company's accounting, internal accounting controls or auditing matters, may communicate that concern directly to the Lead Director, any member of Audit Committee or any non-employee Director. Concerns relating to accounting, internal controls, auditing or officer conduct shall be sent immediately to the Lead Director and to the chair of the Audit Committee and will, if necessary, be simultaneously reviewed and addressed by the Company's external auditors. In addition, the Company maintains an Anti-Fraud Whistleblower hotline at 1-833-940-2879 or [www.lighthouse-services.com/amtechsystems](http://www.lighthouse-services.com/amtechsystems) under the company name Amtech Systems for confidential and anonymous submission by our employees of concerns involving, but not limited to, fraud, accounting irregularities, internal control failures and/or compliance issues as well as topics covered in the Company's Code of Ethics and Business Conduct. The status of all outstanding concerns addressed to the non-employee Directors, the Lead Director, or the Audit Committee will be reported to the Lead Director and the Chairperson of the Audit Committee on a quarterly basis. The Lead Director or the Chairman of the Audit Committee may direct that certain matters be presented to the Audit Committee or the full Board and may direct special treatment, including the retention of outside advisors or counsel, for any concern addressed to them. The Company's Code of Ethics and Business Conduct prohibits any employee from retaliating or taking any adverse action against anyone for raising or helping to resolve an integrity concern.

F. Stock Ownership Requirements for Executives and Directors.

The Company does not currently require that Directors own a specific number of shares because it expects that Directors will act in the Company's best interest regardless of the number of shares they own. However, the Board may in the future establish share ownership guidelines for its members. In such event, each nonemployee director will be strongly encouraged to hold shares of Company stock having an acquisition value established by the Board and the timeframe within which such ownership must be achieved following joining the Board.

G. Independent Auditor/Audit Rotation.

The independent auditor is retained for the benefit of the Company only. Neither Directors nor senior executives may retain the independent auditor to provide personal accounting or tax services. The Audit Committee shall ensure that the lead audit partner assigned by the Company's independent auditor to the Company, as well as the audit partner responsible for reviewing the Company's audit shall be changed at least every five years. In addition, Company management may not, without first obtaining the Audit Committee's approval, fill an officer level position in the finance department who has previously been employed by the independent auditor.

H. Shareholder Ratification of Independent Auditor.

Although the Audit Committee has the sole authority to appoint the independent auditor, the Audit Committee will continue its longstanding practice of recommending that the Board ask

the shareholders, at their annual meeting, to ratify the Audit Committee's selection of independent auditor.

I. Anti-Hedging Policy.

Consistent with the Company's Code of Ethics and Business Conduct, the Board considers it inappropriate for any director, officer or employee to enter into speculative transactions in the Company's securities. Such transactions, while allowing the holder to own the Company's securities without the full risks and rewards of ownership, potentially separate the holder's interests from those of other shareholders. Therefore, the Company prohibits the purchase or sale of puts, calls, options or other derivative securities based on the Company's securities by directors, officers or employees. The policy also prohibits hedging or monetization transactions, such as forward sale contracts, in which the shareholder continues to own the underlying security without all the risks or rewards of ownership.

J. Confidentiality.

The proceedings and deliberations of the Board and its committees are confidential. Each director shall maintain the confidentiality of Board and committee deliberations and information received in connection with their service as a director. Directors have an obligation to protect and keep confidential all of the Company's non-public information unless the Company has authorized public disclosure or unless otherwise required by applicable law. Directors may not use such confidential information for personal benefit or to benefit other persons or entities other than the Company. These obligations continue even after service on the Board has ended.