# VOLT INFORMATION SCIENCES, INC. NOMINATING & CORPORATE GOVERNANCE COMMITTEE CHARTER

#### **Purpose**

The function of the Nominating & Corporate Governance Committee (the "Committee") is to identify individuals qualified to become board members and to select, or to recommend that the Board of Directors select, the director nominees for the next annual meeting of stockholders, to oversee the selection and composition of committees of the Board of Directors, to oversee management continuity planning processes and to develop and implement the Company's Corporate Governance Guidelines.

### Composition

The Committee shall consist of three or more members of the Board of Directors, each of whom is determined by the Board of Directors to be "independent" in accordance with the rules of the NYSE MKT LLC, any other applicable stock exchange, and the SEC.

# **Appointment and Removal**

The members of the Committee shall be appointed by the Board of Directors and shall serve until such member's successor is duly elected and qualified or until such member's earlier resignation or removal. The members of the Committee may be removed, with or without cause, by a majority vote of the Board of Directors.

## Chairperson

Unless a Chairperson is elected by the full Board of Directors, the members of the Committee shall designate a Chairperson by majority vote of the full Committee membership. The Chairperson will chair all regular sessions of the Committee and set the agendas for Committee meetings.

#### **Delegation to Subcommittees**

In fulfilling its responsibilities, the Committee shall be entitled to delegate any or all of its responsibilities to a subcommittee of the Committee consisting of one or more members of the Committee.

### Meetings

The Committee shall meet as frequently as circumstances dictate. The Chairman of the Board or any member of the Committee may call meetings of the Committee. The Committee may invite to its meetings any persons as it deems appropriate in order to carry out its responsibilities.

## **Duties and Responsibilities**

The Committee shall have the following duties and responsibilities:

- Establish criteria for the selection of new directors to serve on the Board of Directors, taking into account at a minimum all applicable laws, rules, regulations and listing standards, a potential candidate's experience, areas of expertise and other factors relative to the overall composition of the Board of Directors.
- Identify individuals believed to be qualified as candidates to serve on the Board of Directors and select, or recommend that the Board of Directors select, the candidates for all directorships to be filled by the Board of Directors or by the shareholders at an annual or special meeting.
- Monitor the orientation and continuing education program for directors.
- Review the Board of Director's committee structure and operations (including the authority of each committee to delegate to subcommittees) and committee reporting to the Board.
- Recommend members of the Board of Directors to serve as the Chair of the committees of the Board of Directors.
- Work in conjunction with the Human Resources and Compensation Committee to evaluate and recommend to the Board potential successors to the CEO.
- Develop and recommend to the Board of Directors for its approval an annual selfevaluation process of the Board of Directors and its committees. The Committee shall make such recommendations to the Board of Directors regarding board processes and other items deemed appropriate to improve or ensure the effective functioning of the Board of Directors as the Committee shall from time to time deem advisable or appropriate.
- Develop and recommend to the Board of Directors for its approval a set of Corporate Governance Guidelines. The Committee shall review the Guidelines on an annual basis, or more frequently if appropriate, and recommend changes as necessary.

· Perform any other activities consistent with this Charter, the Company's Certificate of Incorporation, Bylaws and governing law as the Committee or the Board of Directors

deem appropriate.

**Advisors** 

The Committee shall have the authority to retain and terminate a search firm to assist in identifying director candidates and retain outside counsel and other advisors as the Committee may deem appropriate in its sole discretion. The Committee shall have sole

authority to approve related fees and retention terms.

**Reports and Performance Review** 

The Committee shall report its actions and any recommendations to the Board of Directors after each Committee meeting and shall conduct and present to the Board of Directors an annual performance evaluation of the Committee. The Committee shall review at least annually the adequacy of this Charter and recommend any proposed changes to the Board

of Directors for approval.

**Disclosure of Charter** 

This Charter will be made available in accordance with applicable rules and regulations.

Approved: September 2019

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