

Dear,

## Addendum to letter of appointment as a Non-Executive Director of Channel 4 Corporation

I am writing to clarify the scope of your existing obligations as a Non-Executive Director of Channel 4 Corporation (“C4C”) as set out in your letter of appointment dated .

We are proposing to clarify:

- Section 1.2 of your letter of appointment: to add a footnote to make clear that, as the appointing body, Ofcom is responsible for termination of your appointment, including in the event your performance does not meet the required standard for the role but would only do so after consulting with the Chair of C4C and the Secretary of State for the Department for Digital, Culture, Media and Sport.
- Section 7.3 of your letter of appointment: to clarify that all C4C policies and procedures that are applicable to Non-Executive Directors must be adhered to as well as the Conduct of Conduct for Board Members of Public Bodies and the Seven Principles of Public Life contained within the Guidance.

I should be grateful if could acknowledge this letter of addendum to the original terms of your appointment as a Non-Executive Director of C4C by . This addendum and your original terms of appointment will then together form your Letter of Appointment.

I have attached a copy of the original letter and the clarifications are identified in red below.

### Section 1 – Appointment

- 1.2 The [appointment/ re-appointment begins/ began] on and will be for a term of three years, unless terminated by either party giving to the other not less than 3 months' notice in writing. Continuation of your appointment is at all times conditional upon your performance (as judged by the C4 Chair<sup>1</sup>) being and remaining satisfactory.

<sup>1</sup> As the appointing body, Ofcom would determine, having consulted with the Chair of C4C and the Secretary of State for the Department for Digital, Culture, Media & Sport (DCMS), the termination of any Non-Executive appointment, including where an individual's performance is not meeting the required standard. This is in accordance with paragraphs 3(2A) and 3(2B) of Schedule 3 to the Broadcasting Act 1990.

## Section 7 – Conflicts of Interest/ Policies & Procedures

- 7.3 [original paragraph] You acknowledge that you will comply with all of Channel 4's policies and procedures or codes of conduct relating to external activities, acceptance of gifts and hospitality, and expenses reimbursement.
- 7.3 [new paragraph] You acknowledge that you will comply with all of Channel 4's policies and procedures or codes of conduct relating to external activities, acceptance of gifts and hospitality, expenses reimbursement, equal opportunities and diversity, health and safety and all other policies and procedures of Channel 4 which are applicable as a Non-Executive Director and are specifically drawn to your attention. As a board member of a public body, you must also comply with the Code of Conduct for Board Members of Public Bodies and the Seven Principles of Public Life contained within the Guidance.