# CORPORATE GOVERNANCE STATEMENT 1.1.-31.12.2017





# **CORPORATE GOVERNANCE STATEMENT 2017**

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#### **Regulatory framework**

This Corporate Governance Statement is prepared in accordance with the Finnish Corporate Governance Code 2015 for listed companies. It sets out the governing bodies and the principles of governance of Finnair Plc. Finnair complies with the recommendations of the Code without exceptions.

The principal legislative authorities on corporate governance of Finnish listed companies are the Companies Act, the Securities Market Act, the Market Abuse Regulation (MAR), the regulations and guidelines issued by the Financial Supervisory Authority, the rules and instructions for listed companies issued by Nasdaq Helsinki and the Finnish Corporate Governance Code, all of which are complied with by Finnair. Company specific authorities on the governance of Finnair are the Articles of Association and the charters and policies specified Finnair's Board of Directors and Executive Board.

The Articles of Association, the published policies and other additional information on Finnair's corporate governance can be found at Finnair's website at <a href="https://investors.finnair.com/en/governance">https://investors.finnair.com/en/governance</a>. The

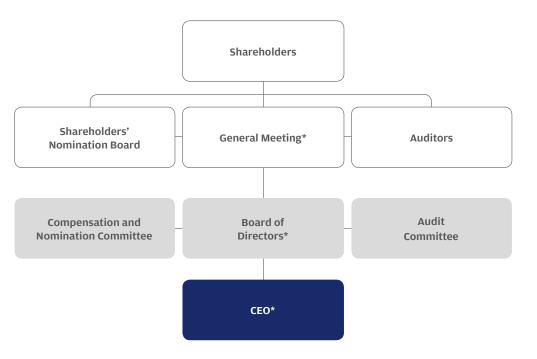
Corporate Governance Code is publicly available on the website of the Securities Market Association at www.cgfinland.fi.

This statement has been reviewed by Finnair's Audit Committee and the Board of Directors, and it has been prepared as a separate report from the Board of Directors' Report. Finnair's audit firm, Pricewaterhouse-Coopers, has verified that the description of the main features of internal control and risk management related to the financial reporting process contained in this statement and in the financial statements are consistent with each other.

#### **Governing bodies**

The governing bodies of Finnair pursuant to the Companies Act and the Articles of Association are the General Meeting of Shareholders, the Board of Directors (the "Board") and the Chief Executive Officer (the "CEO"). The roles of the governing bodies are described below.

#### Governing bodies of Finnair\*)



#### **General Meeting of Shareholders**

The ultimate authority in Finnair is vested in the General Meeting of Shareholders. An Annual General Meeting (the "AGM") must be held each year by the end of May.

The competence of the General Meeting of Shareholders is set out in the Companies Act and in Finnair's Articles of Association. The AGM shall annually decide on the following matters:

- adoption of the financial statements and the consolidated financial statements
- the use of the profit shown on the balance sheet
- the discharging of the Members of the Board and the CEO from liability
- the appointment of the Members of the Board and their remuneration
- election of the Chairman of the Board from among the Members
- the election and remuneration of the auditor.

The Board convenes the General Meetings of Shareholders by publishing a notice not earlier than three months and not later than three weeks before the date of the meeting and always at least nine days before the record date of the meeting. The notice shall be published as a stock exchange release and on Finnair's website.

Each shareholder who is registered on the record date as a shareholder in the company's public register of shareholders, maintained by Euroclear Finland Oy, has the right to participate in the General Meeting of Shareholders. If a holder of nominee-registered shares wishes to participate in the meeting, he or she has to register temporarily in the register of shareholders. Furthermore, in order to attend the meeting, a shareholder must register for the meeting in the manner defined in the notice convening the meeting.

A shareholder has the right to have a matter falling within the competence of the General Meeting of Shareholders addressed by the meeting, if the shareholder so demands in writing from the Board by the date announced on Finnair's website.

The minutes of the General Meeting of Shareholders and the voting results, if any, shall be made available to shareholders on Finnair's website within two weeks of the meeting.

#### **2017 Annual General Meeting**

Finnair's AGM 2017 was held in Helsinki on 16 March. A total of 263 shareholders, representing 69.5 per cent of the shares and voting rights of the company, participated either in person or by proxy representatives. All Board members, candidates for Board membership and the auditors of the company were present in the meeting.

#### Auditor

The company's auditor in 2017 was PricewaterhouseCoopers, and Mr. Mikko Nieminen acted as the auditor with principal responsibility. The audit fees paid in 2017 amounted to 0.3 million euros, and the fees for other services rendered amounted to 0.4 million euros.

#### **Shareholders' Nomination Board**

The AGM 2013 decided to establish a permanent Shareholders' Nomination Board. The term of the Nomination Board continues until further notice. The previous practice since 2008 was that a Shareholders' Nomination Committee was established annually by the AGMs.

The purpose and task of the Nomination Board is to prepare and present to the AGM, and if necessary, to an Extraordinary General Meeting, proposals on the remuneration of the members of the Board, on the number of members of the Board and on the members of the Board. In addition, the task of the Nomination Board is to seek potential future candidates for Board members. The Nomination Board shall forward its proposals to the company's Board by 31 January each year.

The Nomination Board consists of four members nominated annually. The company's three largest shareholders appoint three of the members, and the current Chairman of the Board serves as the fourth member. The Nomination Board appoints its chairman from among its members. The company's largest shareholders entitled to appoint members to the Nomination Board are determined on the basis of the registered holdings in the company's shareholder register held by Euroclear Finland Oy as of the first working day in September each year. In the event that a shareholder does not wish to exercise its right to appoint a representative, such right passes to the next largest shareholder.

The members of the Nomination Board are not remunerated by Finnair for their membership in the Nomination Board. The members' expenses are reimbursable in accordance with the company's expense policy. In addition, the Nomination Board's costs of using external experts shall be borne by the company.

The Charter of the Nomination Board is available at the company website.

#### 2016 Nomination Board

The 2016 Nomination Board consisted of the representatives of three largest shareholders as at the first working day in September 2016 i.e. the State of Finland, Keva and Varma, and of the Chairman of the Board. The composition of the 2016 Nomination Board was the following:

- Mr. Eero Heliövaara, b. 1956, M. Sc. (Econ.), M. Sc. (Eng.), Director General in the Ownership Steering in the Prime Minister's Office (Chairman)
- Mr. Robin Backman, b. 1971, M. Sc. (Econ.), Portfolio Manager in Keva
- Mr. Reima Rytsölä, b. 1969, M.Soc.Sc, EVP Investments, Varma Mutual Pension Insurance Company
- Mr. Klaus Heinemann, b. 1951, Diplom Kaufmann, Chairman of the Board of Finnair until March 16th 2017

The Nomination Board convened 3 times and the participation rate was 100%. On 25 January, 2017, the Shareholders' Nomination Board submitted to the Board of Directors its proposals for the AGM to be held on 16 March 2017. The proposals are available at Finnair's website.

#### **2017 Nomination Board**

The 2017 Nomination Board consisted of the representatives of first, third and fourth largest shareholders as at the first working day in September 2017 i.e. the State of Finland, Mr. Heikki Kyöstilä and Mutual Pension Insurance Company Ilmarinen, and of the Chairman of the Board. The composition of the 2017 Nomination Board was the following:

- Mr. Pekka Timonen, b. 1960, Director General of Ministry of Economic Affairs and Employment (Chairman)
- Mr. Heikki Kyöstilä, b. 1946, Managing Director of Planmeca Oy
- Mr. Mikko Mursula, b. 1966, Chief Investment Officer of Mutual Pension Insurance Company Ilmarinen
- Mr. Jouko Karvinen, see details on page 118. Chairman of the Board of Finnair.

The Nomination Board convened 3 times and the participation rate was 100%. In addition, the Nomination Board held several telephone conferences and interviewed the Board candidates in Finland and abroad. On 30 January 2018, the Nomination Board submitted to the Board its proposals for the 2018 AGM to be held on 20 March 2018. The proposals are available at Finnair's website.

#### **Board of Directors**

The Chairman and the Members of the Board are elected by the AGM. According to the Articles of Association, the Board consists of the Chairman and a minimum of four and a maximum of seven other members. The Board elects a Vice Chairman from among its members. The term of office of the members of the Board ends at the close of the first AGM following their election.

According to the Companies Act, the Board represents all shareholders of Finnair and has the general duty to act diligently in the interests of the company. Under law, the Board is accountable to the shareholders for the appropriate governance of the company and for ensuring that the operations of the company are run adequately.

The accountability for the company's governance pertains specifically to the assurance of the reliability of the financial reporting of the company and the effectiveness of the company's system of internal controls. The main features of the company's system of internal controls and risk management are described later in this report. Finnair has a number of procedures and policies issued by the Board of Directors or the Executive Board, designed to enhance the internal controls. The procedures and policies are assessed at least once a year and updated where necessary.

In addition to the Board's statutory tasks, certain significant matters are reserved for the Board's decision, as set out in the Board's charter. The Board prepares and approves the charters of the Board and of its commit-

tees. The Board approves also the Internal Audit Charter. The Board sets the company's strategic aims and monitors the implementation of the strategy. The Board approves other significant strategic matters, business plans, significant partnerships and other decisions exceeding the limits that the Board has set to the CEO's decision-making authority. The Board decides on guarantees and other commitments for external liabilities. The monetary limit for the CEO's decision-making authority is 10 million euros.

The Board appoints and removes the CEO and other members of the Executive Board, evaluates their performance and determines their levels of remuneration. The Board also attends to the succession planning of the management. The Board establishes and regularly evaluates the group's personnel policies, including the compensation structures. The Board evaluates its own work on an annual basis. The Board's charter is available on Finnair's website in its entirety.

The Board has determined its diversity principles for the perusal of the Shareholders' Nomination Board when searching successors to retiring Board members and preparing proposals on the composition of the Board to the Annual General Meeting. The diversity principles do not bind the Nomination Board nor the AGM.

The diversity principles of the Board of Directors are:

- The Board must have sufficient expertise and experience to conduct its duties carefully and effectively, taking into account the quality, scope and international nature of the company's operations, the company's strategic targets and changes in the business environment and society.
- The members of the Board must be capable of cooperating with the other members and the management.
- The members of the Board should have education and experience that complements each other and experience from industries that are important for the company.
- The members should have experience of board work and of managerial duties in businesses or in other areas of society.
- The Board shall have at least 40 per cent both men and women. The composition should show diversity also in terms of the age distribution, length of service and cultural background.
- Sufficient continuity should be ensured when renewing the composition of the Board, but the continuous term of any member may not exceed 10 years.

The principles applying to the composition of the Board were fulfilled well in the Board elected in 2017. The members represent diverse experience from managerial and board duties in Finland and abroad. The members come from three countries and speak three different languages as their native tongue. Women represent 43 per cent of the Board members, which meets both the diversity target set by the Finnish Council of State in its resolution of 17 February 2015 and the target set by the company's Board of Directors. At the end of 2017, the term of all members had lasted less than six years. The median year of birth of the Board members is 1957 and the age differential between the youngest and eldest member is 34 years.

#### Members of the Board and their independence

The 2017 AGM held on 16 March elected Mr. Jouko Karvinen as Chairman of the Board and Mr. Colm Barrington, Ms. Mengmeng Du, Ms. Maija-Liisa Friman, Mr. Jussi Itävuori, Mr. Jonas Mårtensson and Ms. Jaana Tuominen as other members of the Board. The Board elected Mr. Colm Barrington as its Vice Chairman.

The Board has assessed the independence of its members and concluded that all members are independent of the company and its major shareholders.

### The ownership of the Directors and companies controlled by them in Finnair

At the end of 2016 and 2017, neither the members of the Board of Directors nor any companies under their control held any shares or any rights relating to shares in any company within Finnair Group.

#### Members of the Board in 2017 and their attendance in Board and Committee meetings

In 2017, the Board had 9 planned and 5 extraordinary meetings. See the table at right for information on the Board members' participation in the meetings.

#### The Board's work in 2017

In 2017, the Board had 9 planned and 5 extraordinary meetings.

In addition to its duties under its charter and the law, the Board focused in its work on monitoring the company's financial result and status, monitored the implementation of the company's strategy, and evaluated changes in the operating environment as well as their impacts on the company's strategy and confirmed the financial targets and focus areas of strategy implementation in 2017-2020. The Board monitored the status of flight and occupational safety as well as corporate security and operational quality, and reviewed the related management systems. It also monitored the functioning of the enterprise risk management and the development of internal controls and compliance. The Board held a risk management workshop and approved the company's risk appetite statement and risk management policy.

Name	Personal Information	Participation in Board meetings in 2017*	Participation in Committee meetings in 2017*	
			Audit	Compensation and Nomination
Jouko Karvinen	Chairman of the Board since 16 March 2017 Vice Chairman of the Board between 17 March 2016 and 16 March 2017 B. 1957, M. Sc. Tech Main occupation: Board professional Committee membership: Audit Committee until 16 March 2017	9/9	1/1	
Colm Barrington	Vice Chairman of the Board since 16 March 2017 B. 1946, MA (Econ) Main occupation: CEO and Director of Fly Leasing Limited Committee membership: Audit Committee	7/7 5/5		
Mengmeng Du	Member of the Board since 16 March 2017 B. 1980, M.Sc. (Econ), M.Sc. (Computer science) Main occupation: Board professional; digital advisor Committee membership: Audit Committee	7/7	5/5	
Maija-Liisa Friman	Member of the Board since 28 March 2012 B. 1952, M.Sc. (Eng.) Main occupation: Board professional Committee membership: Audit Committee (Chairman)	9/9	6/6	
Jussi Itävuori	Member of the Board since 28 March 2012 B. 1955, M. Sc. (Econ.) Main occupation: Managing Director and Senior Partner, RJI Partners Oy Committee memberships: Compensation and Nomination Committee (Chairman)	9/9		5/5
Jonas Mårtensson	Member of the Board since 16 March 2017 B. 1977, M. Sc. Business Administration Main Occupation: CEO of Mojang Committee membership: Compensation and Nomination Committee	7/7		3/4
Jaana Tuominen	Member of the Board since 27 March 2014 B. 1960, M. Sc. (Eng.) Main occupation: CEO of Fiskars Group Committee membership: Compensation and Nomination Committee	9/9		5/5
Members until 16 Mar	ch 2017			
Klaus W. Heinemann	Chairman of the Board between 27 March 2013 and 16 March 2017 Member of the Board since 28 March 2012 B. 1951, B.Sc. (Econ.) Main occupation: Board professional Committee membership: Audit Committee until 27 March 2014	2/2		
Gunvor Kronman	Member of the Board since 28 March 2012 B. 1963, Master of Arts Main occupation: CEO of Swedish-Finnish Cultural Centre Committee membership: Compensation and Nomination Committee	2/2 1/1		
Nigel Turner	Member of the Board since 27 March 2014 B. 1958, BA (Hon.) Main occupation: - Committee membership: Audit Committee	2/2	1/1	

\* Participation statistics are presented with respect to meetings during each Board member's term of office

More information on the Members of the Board is available on page 118 and on Finnair's website.

#### The Committees of the Board

The Board delegates certain of its functions to the Audit Committee and to the Compensation and Nomination Committee. The Board appoints the Committee members and their Chairs from among the members of the Board. The minimum number of members is three in both Committees.

Each Committee meets regularly under their respective charters. The Committees' tasks and the work carried out by them during the year are described in their respective sections below. The Committees report on their work regularly to the Board but they do not have decision-making powers independent from the Board, except where expressly authorised by the Board. Copies of the Committees' charters are available on Finnair's website.

#### **Audit Committee**

The Audit Committee assists the Board in its task to ensure the proper governance of the company, in particular by considering the accounting and financial reporting, the Company's internal control systems and the work of the external auditors. The Audit Committee addresses concerns pertaining to control matters as may be detected by the management or the internal audit or external auditors of the company. These are reported to the Board by the Audit Committee. The Audit Committee ensures that appropriate action is taken by the management to rectify identified shortcomings. In addition, the Audit Committee monitors the development and implementation of the Code of Conduct and Compliance program of the company, and evaluates compliance reports, resources and qualifications.

The members of the Audit Committee are independent of the company and its significant shareholders. The members have complementary expertise and business management experience as well as industry experience. The Audit Committee as a whole has sufficient expertise and experience of the matters in its remit.

#### The main duties of the Audit Committee

The Audit Committee shall:

- monitor the financial status of the company
- monitor the reporting process of financial statements and interim reports and assess the draft financial statements and interim reports
- monitor the efficiency of the company's internal controls, internal auditing and risk management system
- monitor the statutory audit and review all material reports from the auditor.
- assess the independence of the auditors, in particular with regard to their non-audit services and establish the procedures and limits applying to the procurement of such services
- prepare for the Board proposals to the Annual General Meeting regarding the election of the auditor(s) and their remunerations
- review the auditors' and internal auditors' audit plans and reports
- review the company's corporate governance statement
- prepare for the Board the group's risk management policies
- prepare for the Board decisions on significant changes in the accounting principles or in the valuations of the group's assets

- assess the group's compliance with laws and regulations; and
- maintain contact with the auditors.

The Audit Committee's members are Ms. Maija-Liisa Friman (Chair), Mr. Colm Barrington and Ms. Mengmeng Du.

The Audit Committee held 6 planned and one extraordinary meeting in 2017. The CEO, the CFO, the Head of Internal Audit and Risk Management as well as the external auditor also participated in the Committee's in-person meetings. Finnair's General Counsel acted as the secretary of the Audit Committee. The Committee held closed sessions as well as sessions where the external or internal auditors participated without the presence of the members of the management.

#### The Audit Committee's activities in 2017

In addition to its customary tasks, in 2017 the Audit Committee attended selected focus areas, such as the progress in the new IFRS reporting standards and their implementation, evaluation of past key projects, the company's IT architecture as well as development of the financial management processes, the internal controls and the Compliance function. Audit Committee participated in the planning and preparation of the Board of Directors risk assessment workshop. Risks against Finnair's strategic objectives were assessed in the workshop. Based on the risk assessment Finnair Risk Appetite Statement was reviewed and updated.

The Audit Committee also:

- Reviewed and approved the Internal Audit's risk-based annual audit plan and assessed the sufficiency of the resources in the Internal Audit function;
- Discussed with the auditors and the management the company's significant accounting policies and the estimates and judgements applied in preparing the reports;
- Performed an annual self-evaluation and drafted the Committee's annual plan for 2018.

In 2018, the Audit Committee's focus areas will be the implementation of IFRS 16 reporting standard and the continued development of the financial management processes and controls.

#### **Compensation and Nomination Committee**

The Compensation and Nomination Committee assists the Board in matters pertaining to the compensation and benefits of the CEO and other senior management, their performance evaluation, appointment and successor planning. The Committee assists the Board also in establishing and evaluating the group's compensation structures and other personnel policies. Pursuant to Board's authorisation, the Committee reviews and confirms the achievement of targets for short-term incentives and approves the payment of incentives to the CEO and other top management.

#### The main duties of the Compensation and Nomination Committee

The Committee prepares the following matters for the Board:

- compensations, pensions, benefits and other material terms of the contract of the CEO
- compensations, pensions and benefits of the top executives of the group, and other material terms of their contracts to the extent that the same deviate from the customary practice
- nominations of the CEO and other top executives
- top executives' succession planning
- composition of the Executive Board
- equity-based incentive plans
- the principal compensation policies and practices regarding the personnel
- major organisational changes
- proposals of awarding the members of the management honorary decorations and titles.

A copy of the Committee's charter is available on Finnair's website.

The members of the Compensation and Nomination Committee are Mr. Jussi Itävuori (Chairman), Mr. Jonas Mårtensson and Ms. Jaana Tuominen. All Committee members are independent of the Company and of its significant shareholders.

The members of the Compensation and Nomination Committee met 5 times in 2017. The CEO and the SVP, People and Culture participated in the meetings and Finnair's General Counsel acted as the Committee's secretary.

#### The Compensation and Nomination Committee's work in 2017

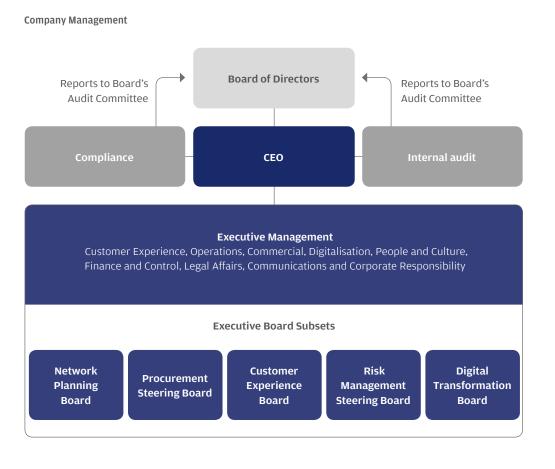
The Committee, among other things:

- Prepared for the Board approval the conditions and targets of the employee share saving plan (FlyShare) for the earnings period beginning in 2018;
- Reviewed the senior management's compensation levels compared to the market level, assessed the performance of the management relative to the long and short-term incentive targets, and approved the payment of short-term management incentives;
- Assisted the Board in determining the personnel fund's bonus criteria for 2018 and the semi-annual targets and conditions for top management for 2017;
- Assisted the Board in determining the participants, targets and conditions for the next earnings period of the share bonus plan for key personnel;
- Assessed the company's compensation structures and programmes and their development needs; and
- Assessed the methodology and results of the company's successor and talent mapping.

#### **Company management**

#### Finnair's corporate structure

Finnair's core airline activities are operated in the Group's parent company, Finnair Plc whereas technical services, travel services (package tours), catering services and financial business services are run in wholly owned subsidiaries. Finnair business is considered as one operating segment, consisting of Finnair units Customer Experience, Operations and Commercial. The shared functions in Finnair's Group Administration are Finance and Control, People and Culture, Digitalisation, Communications and Corporate Responsibility, Legal Affairs, Internal Audit and Compliance.



#### The CEO

The CEO is appointed by the Board. The CEO manages the company's day-to-day operations in accordance with guidelines and instructions issued by the Board. The CEO's instructions from the Board include, in particular, the implementation of Finnair's strategy, driving of structural changes and improving the company's profitability. The CEO acts as the Chairman of the Executive Board.

The Board determines the CEO's compensation and sets his short and long-term incentive targets. The main contents of the CEO's contract, including his compensation and benefits, are described in the Remuneration Statement and on Finnair's webpages.

The CEO of Finnair is Mr. Pekka Vauramo, b. 1957, M.Sc. (Tech). At the end of the year, he owned 122,562 Finnair shares. Neither he nor any company under his control held shares in other Finnair Group companies. Neither he nor any entity under his control had share-based rights in any Finnair Group company at the end of 2017. The CEO belongs to Finnair's long-term incentive programs as well as to the FlyShare program, described in more detail in Note 1.3.7 to the financial statements and in the Remuneration Statement.

#### **Executive Board**

The Executive Board of the Company is led by the CEO and it comprises the senior management responsible for Finnair's operations and commercial activities, customer experience, digitalisation, finance and control, people and culture, communications and corporate responsibility and legal affairs. The members' respective roles and their direct and indirect shareholdings in Finnair as at 31 December 2017 are shown below.

Hakakari, Eija, b. 1961, M.Sc. (Ed), SVP Human Resources	12,298
Harra-Salonen, Katri, b. 1969, M.Sc. (Tech), eMBA, Chief Digital Officer	2,437
Järvinen, Juha, b. 1976, MBA, Chief Commercial Officer	8,208
Karhu, Piia, b. 1976, Doctor, Business Administration, SVP Customer Experience	3,411
Sarelius, Sami, b. 1971, LLM, SVP and General Counsel	50,037
Schildt, Jaakko, b. 1970, MBA, B.Sc. Engineering, SVP Operations	2,498
Suominen, Arja, b. 1958, MA, eMBA, SVP Communications and Corporate Responsibility	82,727
Vähähyyppä, Pekka, b. 1960, M.Sc (Econ), eMBA, CFO	56,476

The Executive Board members are appointed by the Board, which also determines their remuneration.

The duties of the Executive Board include group-wide development projects, the definition of principles and procedures that guide the company's activities, and the preparation of matters to be dealt with by the Board. The Executive Board also acts as Finnair's risk management steering group.

In 2017, Finnair's Executive Board met twice a month on average. A major proportion of the Executive Board's time was used in leading key projects relating to Finnair's strategy and in further development of the strategy.

Investments required by the fleet and traffic growth and related operational challenges required the attention of the Executive Board throughout the year. The Executive Board continued the managers' talent and leadership development programs that support the implementation of the strategy and the company's transformation. The Executive Board also focused on the financial position of the company and on improving the operational quality, customer experience, personnel wellbeing and occupational health and safety. The Executive Board also worked with reinforcing the ethics and compliance culture and the company's key processes and internal controls.

#### **Subsets of the Executive Board**

The Executive Board delegates certain of its functions to five subsets. These subsets' decision-making authorities are derived from that of the Chief Executive Officer, which in turn is set by the Board of Directors.

**Network Planning Board** is responsible for fleet and network strategy and short and long-term traffic planning of Finnair's scheduled, leisure and cargo traffic, among other things. The Group is headed by the Chief Commercial Officer, and it meets monthly.

**Procurement Steering Board** is responsible for Finnair's Procurement Guidelines, procurement category structure and related development projects. It also leads supplier relationship management. The Group convenes at least four times a year and it is chaired by the CFO.

**Customer Experience Board** is responsible for decisions related to customer experience, such as the brand, customer service identity, airport experience, the flight product, aircraft interior design and lounges. The Board is headed by SPV Customer Experience and it meets bi-monthly.

**Digital Transformation Board** is responsible for the implementation of the digital strategy and related decisions, including those concerning the digital customer and employee interface, development and IT projects related to digital planning and implementation as well as technology. In addition, the development of expertise, innovation and technological capabilities in the area of digitalisation fall within the Board's remit. The Board convenes approximately once a month and it is chaired by the Chief Digital Officer.

In addition, the Executive Board acts as the **Risk Management Steering Board** that is responsible for the Group's strategic risk assessment and the implementation of risk management measures. It assesses the adequacy and timeliness of the Group's risk management policy. In addition, it approves changes in the risk reporting process, Finnair common risk language and risk model. The Steering Group is headed by the CEO and it meets bi-monthly.

#### **Management Board**

Finnair Management Board is principally a communication and co-operation forum designed for the personnel's participation in the company's governance processes, especially with regard to matters that affect the personnel. The focus of the Management Board work is on enhancing communication and understanding between the personnel groups and the management as to the implementation of the company's strategic objectives and on sharing information and discussing plans and projects that affect Finnair's personnel. The Management Board also discusses the business plans and financial performance of the Group, the operational quality and customer satisfaction as well as significant development projects. The Management Board comprises the Executive Board members, certain senior managers and the representatives of all personnel groups.

In 2017, the Management Board met 7 times.

#### **Corporate Governance in Finnair subsidiaries**

For major subsidiaries, the members of the boards of directors are selected from individuals belonging to Finnair's senior management and, in selected subsidiaries, also from representatives proposed by personnel groups. The key tasks of the boards of directors of subsidiaries include strategy preparation, approving operational plans and budgets, and deciding on investments and commitments within the scope of the approval limits issued by Finnair's Board.

The subsidiaries of Finnair are presented in the Financial Statements 2017 under Note 4.2.

#### Governance principles in key partnerships and outsourcings

Finnair has equity partnership in Nordic Regional Airlines Oy through Nordic Regional Airlines AB (ownership 40 per cent until 17 November 2017 and 100 per cent thereafter). Nordic Regional Airlines Oy is a Finnish regional passenger airline operating ATR turboprop and Embraer 190 aircraft. Its route network is designed to provide convenient feeder connections to Finnair's European and long-haul routes. Finnair's influence over the governance of the company is secured by shareholding and various contractual rights. As of 17 November 2017, Finnair acquired the sole ownership of Nordic Regional Airlines AB when the previous majority owners, Staffpoint Oy and Kilco Oy, exited in connection with Staffpoint's ownership change. Finnair aims to find a new majority owner to Nordic Regional Airlines.

Finnair procures certain important operational services from strategic partners, such as the ground handling services in Helsinki hub from Swissport Finland Ltd, and the engine and component services from SR Technics, Lufthansa Technik and Rolls Royce. In the area of IT and mobile services Finnair partners with IBM and Apple, among others. The cost and quality targets of these agreements have been determined so as to correspond at least to a good general market level.

Finnair participates in joint business ventures consisting of certain airlines belonging to the **one**world alliance. These joint business ventures seek to improve competitiveness and efficiency in a manner benefitting the passengers. Finnair's influence in the joint business ventures is based on contractual arrangements. Decisions by the joint venture are sought to be made unanimously.

All Finnair's service providers are expected to comply with Finnair's Supplier Code of Conduct. Finnair aims to secure in its supply contracts the rights to audit the Supplier's governance and security measures.

Finnair's Code of Conduct and Supplier Code of Conduct are available on Finnair's website.

## Main features of the internal control and risk management system pertaining to the financial reporting process

#### **Description of the overall system**

The objective of internal control and risk management system pertaining to the financial reporting process is to provide the Board, the Executive Management and other key stakeholders with a reasonable assurance of the reliability and correctness of financial and operational reporting, as well as compliance with associated laws, regulations and internal policies. It is built on the principles of Finnair's overall system of risk management which is aligned with commonly accepted COSO ERM framework and ISO 31000:2009 standard for risk management.

#### **Control environment**

Finnair's Code of Conduct and management system form the foundation for its control environment and background for awareness and implementation of control activities across the organisation. Guiding principles of internal control and risk management in Finnair are documented in the Group Risk Management Policy. Other key steering instruments supporting control over reporting include, but are not limited to, Accounting principles, Treasury Policy, Procurement Policy, Credit Policy, Disclosure Policy and Approvals Policy.

Finnair's Board of Directors holds the overall responsibility for the company's internal control and risk management. The Board has delegated the implementation of efficient control environment and measures to ensure the reliability of financial reporting to the CEO. The Group CFO is responsible for governing financial reporting control environment and acting as the risk owner of reporting risks. The line organisations of business units and Group-wide functions have the main responsibility for executing day to day control activities pertaining to the financial reporting process. Internal Audit assesses the control environment as well as the status and effectiveness of planned control and risk management activities. To ensure the independence of the Internal Audit activity, Internal Audit has a direct functional reporting line to the Audit Committee of Finnair Board and it is positioned to operate administratively under the CEO. The Audit Committee appointed by the Board of Directors oversees the financial reporting process and overall maturity of the internal control and risk management system. The described roles and responsibilities are in accordance with the Finnish Companies Act, and the Finnish Corporate Governance Code. The picture below summarises the roles of the listed stakeholders in the implementation of the internal control and risk management system.

#### The role in the implementation of the internal control and risk management system

	Three lines of defence						
External auditors	First line of defence	Business segments and common functions Day to day control and risk management activities pertaining to the financial reporting process					
	Second line of defence	<b>Corporate functions</b> Oversight and continuous improvement of the internal control and risk management environment					
	- Operational level						
	Third line of defence	Internal Audit Assessment of control environment, day to day control and risk management activities, and overall maturity of the internal control and risk management system					
	Ultimate responsibility	The Board of Directors Reasonable assurance of the achievement of company's strategic and operational objectives, reliability of financial and operational reporting, as well as compliance with laws, regulations and internal policies					

#### **Risk Assessment**

The objective of Finnair's financial reporting risk assessment is to identify, evaluate and prioritise the most significant threats to the reliability of internal and external reporting at the Group, unit, function and process levels. Processes related to financial reporting are subject to on-going risk assessment by the business unit controllers, financial controllers and other shared service center staff as part of their activities.

#### **Control activities**

Financial reporting instructions have been prepared to be followed across the organization. The instructions outlining the content and schedule for the reporting aim to increase the overall controllability of the financial reporting process and ensure that financial statement fulfils the requirements set in the IFRS standards and other applicable requirements.

Risks related to financial reporting are managed through controls aiming to provide reasonable assurance that the information of interim reports and year-end reports are correct and that they have been prepared in accordance with legislation, applicable accounting standards and other requirements for listed companies.

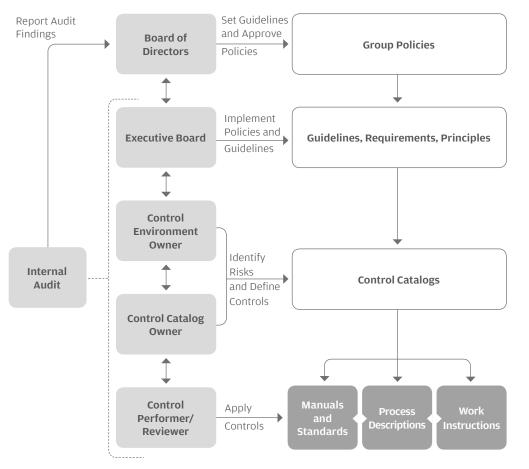
These control activities are:

- preventive, detective and corrective in nature;
- integrated into reporting processes in business units, group-wide functions and subsidiaries;
- operationalized through the implementation of Group Policies
- captured in Control Catalogues;
- supported by Standards, Rules and Manuals as well as Process Descriptions and Work Instructions;
- monitored and continuously improved through a dedicated governance model.

Responsibilities over reporting controls are illustrated in the matrix below:

Role	Description
Control Environment Owner - Group CFO	Responsible for governing financial reporting control environment and acting as the risk owner of reporting risks
Control Catalogue Owner - Process Owners	Owner of the process controls defined in the control catalogue
Control Performer / Reviewer	Responsible for executing / monitoring key control(s) defined in the control catalogue
Internal Audit	Responsible for audit of reporting processes and related controls according to the annual audit plan

The main components and roles associated with control planning, implementation and monitoring are summarized below:



#### Information and communication

Information and communication system provides means for Finnair's personnel to capture and communicate information related to risk assessments and control activities across company's operations. The system aims at providing required personnel access to adequate and timely information on accounting and reporting as well as on related controls. Information regarding control requirements is communicated through common policies, dedicated guidelines and process level procedure descriptions.

The CFO, supported by Investor Relations function, is responsible for the disclosure of financial information and fulfilment of the communication obligations of a listed company. Investor Relations holds the responsibility over planning and implementation of investor communications and daily contact with investors and analysts.

#### **Monitoring and improvement**

Finnair's internal control and risk management system is subject to both on-going and periodical monitoring activities to gain reasonable assurance over its appropriateness and effectiveness. On-going monitoring is built into the normal, recurring operating activities of operations and is the responsibility of corporate management, business units and group-wide functions.

#### Focus areas of internal control over financial reporting in 2017 and 2018 Key Activities in 2017

During 2017 internal controls development was more closely integrated to finance process development as part of finance process ownership and development model implementation. According to the model, finance processes and controls are monitored, reviewed and developed in a continuous manner. Specific emphasis was put on financial forecasting and reporting process areas where processes and controls were reviewed and redefined during implementation of a new finance planning and reporting system.

The Internal Audit and external auditors performed audits on key controls as defined in the annual audit plan.

#### Planned Key Activities for 2018

Continuous finance process and control development model will be further developed during 2018. In addition, detailed internal controls assessment and redefinition project will be conducted on selected process areas identified based on updated financial reporting materiality and risk assessment.

#### **Internal Audit**

The Internal Audit is established by the Board of Directors, and its responsibilities are defined by the Audit Committee of the Board of Directors as part of their oversight function.

The mission of Internal Audit in Finnair is to provide independent, objective assurance and consulting services designed to add value and improve the organisation's operations. Internal Audit helps the organisation to mitigate factors that might undermine its business objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

#### Internal Audit focus areas in 2017 and 2018 Key Activities in 2017

In 2017 Internal Audit's key focus areas were based on and aligned with corporate strategy, results of risk assessments conducted by company's management and recent changes in internal processes. Audit activities payed special attention to the strategic focus areas (profitable growth, customer experience, people experience and digital transformation).

#### Planned Key Activities for 2018

Internal Audit focus areas and annual plan for 2018 have been approved by the Audit Committee of the Board of Directors in December 2017. In 2018, audit activities will concentrate on the four abovementioned strategic focus areas, continue auditing of the selected IT application controls and focus on auditing the IT strategy and generic IT controls. In addition, Internal Audit participates in internal controls development by reviewing control catalogues and activities for selected process areas.

#### Compliance

Finnair is committed to complying with applicable international and local laws and ethical policies in accordance with the company's Code of Conduct updated in 2016. In order to strengthen Finnair's Compliance system, Compliance function was established as an independent Group function in 2017, and a new Head of Compliance was appointed in August 2017. The Compliance function is positioned to operate under the CEO and, in order ensure effective reporting, has a direct functional reporting line to the Audit Committee of Finnair Board.

Finnair Compliance function supports the business lines and other functions in identifying and complying with applicable laws and regulations as well as governance practices and policies. Other key tasks of Finnair's Compliance function are the maintenance and the development of Finnair's compliance program and furthering of ethical business culture. In addition to Group Compliance function, Finnair's flight operations have a comprehensive compliance monitoring system relating to the requirements set by special legislation within the airline operations and by the supervisory authorities.

#### Compliance focus areas in 2017 and 2018

During 2017, the Compliance function focused in particular on the implementation of the new Code of Conduct, training a total of 4,360 Finnair employees in online training on Finnair's Code of Conduct. In addition members of Finnair leadership teams and Finnair managers were educated on Finnair's Code of Conduct in interactive workshops. Also Finnair's Supplier Code of Conduct was renewed in 2017. Another focus area has been preparations for the EU General Data Protection Regulation. Compliance further supports effective system of internal controls and participated in 2017 in the internal control development based on the findings and recommendations of the internal and external auditors.

During 2018 Compliance will support the documentation and implementation of Group wide key controls, with a special focus on regulatory changes impacting Finnair operations and processes. Other key focus areas for 2018 will be EU General Data Protection Regulation compliance and continuing the implementation of Finnair's Code of Conduct amongst personnel outside of Finland and with key outsourcing partners.

#### Transactions with closely associated parties

Finnair has guidelines concerning the avoidance of conflicts of interest, which concern, among other things, business transactions between the Finnair group and people in its employ. The guidelines also apply to the members of the Board of Directors. A permission must be obtained for transactions with the company. The permission can be given by the Executive Board, or if the permission concerns the CEO or a member of the Board of Directors, by the Board of Directors. The requirement to have a permission also applies to transactions in which the counterparty is a person closely related to a Finnair employee or Board member, or an entity in which these have an ownership of at least 20%. The person concerned may not participate in discussing the matter on the Executive Board or the Board of Directors or participate in preparations, decisions or implementation of the matter on behalf of the company.

In addition, the members of the Executive Board and the Board of Directors are required to file an annual report of transactions conducted by them or their closely related parties with Finnair during the financial period as well as of transactions anticipated for the next period.

The permission and notification procedures only apply to negotiated transactions. Hence, they do not apply to service or product purchases available on normal commercial terms or to normal employee discounts.

Significant transactions between Finnair and closely associated parties are announced with a stock exchange release in accordance with the rules of Nasdaq Helsinki.

Information on transactions with closely associated parties is also provided in note 4.6 to the financial statements.

#### Managers' transactions and key insider management procedures

Inside information within the company and transactions on Finnair financial instruments by persons discharging managerial responsibilities in the company or their closely related persons are managed in accordance with the Market Abuse Regulation (MAR) and the insider guidelines of Nasdaq Helsinki and of the company. The company's insider rules also apply to employees in the so-called informative core of the company.

The company maintains a list of persons discharging managerial responsibilities in Finnair (managers), including their closely related persons and entities, who are under the obligation to notify the company and the Financial Supervisory Authority of their transactions on the company's financial instruments within three business days of the execution of the transaction. The company is under the obligation to disclose these transactions in a stock exchange release during the same period. The company's managers refer to the members of Finnair's Board of Directors and of the Executive Board.

The company's managers and employees in the so-called informative core of the company are bound by a closed window on trading, which begins 30 days before the release of interim or annual results and continues until the end of the release date. The company may also impose other trading restrictions and grant exemptions in accordance with its insider guidelines.

The company's managers and employees in the so-called informative core of the company must give an advance notice to the company before the execution of a planned transaction. In addition, they can request an advance assessment of the legality of a planned transaction. The advance notice obligation and advance assessment opportunity are intended to reduce the risk of trading during a closed trading window or at a time when the company has undisclosed inside information. Giving an advance notice does not affect the responsibility of the company's managers and employees in its so-called informative core regarding the abuse of inside information.

The disclosure policy of the company requires, in accordance with the Market Abuse Regulation (MAR), that the company discloses as soon as possible any inside information it may have. However, the disclosure may be delayed if the requirements specified in MAR are met. The identification of inside information and decisions regarding the disclosure or delay of disclosure are made by the company's Disclosure Committee, which comprises of the members of the Executive Board. The Disclosure Committee assesses the company's information every two weeks or otherwise whenever necessary. If the company delays the disclosure of inside information, it establishes a project-specific insider list and enters the persons with access to the relevant information on the insider list.

The person responsible for insider issues within the company is the General Counsel.

Finnair's insider rules are available at the company's website.