

0. Procedure - VL002 Annual general meeting of Alcoa and Landsvirkjun's Sustainability Initiative

1 Purpose

To ensure proper management of the annual general meeting of the Alcoa Fjarðaál and Landsvirkjun Sustainability Initiative, hereinafter referred to as the Sustainability Project.

2 Scope

Annual general meeting of the Sustainability Project.

3 Liability

Supervisory Board of the Sustainability Project.

4 Implimentation

4.1 Goals

The aims of the meeting are to inform the community about the Sustainability Project, review the main results of the project in the past year, present and define changes to the project and measurements of individual indicators and be a forum for discussion.

4.2 Participants

The annual meeting shall be open to all. The meeting shall be presented at least in the mainstream media in East Iceland. Those who have been involved in the preparation or revision of the indicators or in the project in another way shall also be invited to the meeting.

Participants shall bear the cost of participating in the annual meeting themselves, unless the steering committee decides otherwise.

4.3 Agenda

The agenda of the annual meeting shall take into account the following items:

- Presentation of the project's activities in the past year
- Main results of measurements
- Revision and critique of indicators
 - Proposals for changes to indicators that the steering committee wishes to submit to the annual general meeting for approval
 - Presented proposed amendments that the steering committee has rejected, with arguments
- Guest speakers as needed.

4.4 Time limit

The annual meeting shall be held no later than the first week of May each year.

5 Update history

Responsible	Version	Date of last review	Date of approval	Changes
Project managers.	1.0	May 2011	May 2011	Established
Project managers.	2.0	Jan 2015		Yes

6 Notification list

- Supervisory Board
- Landsvirkjun
- Alcoa Fjarðaál