

# TRINET GROUP, INC.

## CHARTER OF THE NOMINATING AND CORPORATE GOVERNANCE COMMITTEE OF THE BOARD OF DIRECTORS

### Purpose

The Nominating and Corporate Governance Committee (the "**Committee**") is created by the Board of Directors (the "**Board**") of TRINET GROUP, INC. (the "**Company**") to:

- review and evaluate the size, composition, function and duties of the Board consistent with its needs;
- recommend criteria for the selection of candidates to the Board and its committees, and identify individuals qualified to become Board members consistent with such criteria, including the consideration of nominees submitted by stockholders;
- recommend to the Board director nominees for election at the next annual or special meeting of stockholders at which directors are to be elected or to fill any vacancies or newly created directorships that may occur between such meetings;
- recommend directors for appointment to Board committees;
- make recommendations to the Board as to determinations of director independence;
- make recommendations as to frequency and length of Board meetings and recommend the agenda for such meetings;
- oversee the evaluation of the Board;
- develop and recommend to the Board the Corporate Governance Guidelines, Insider Trading, Material Nonpublic Information Policy, Stockholder Communications Policy and Code of Business Conduct and Ethics for the Company and oversee compliance with such Corporate Governance Guidelines, Insider Trading and Material Nonpublic Information Policy, Stockholder Communications Policy and Code of Business Conduct and Ethics;
- evaluate the performance of the Company's Chief Executive Officer, and present such findings to the full Board;
- periodically review the Company's succession planning and policies for Chief Executive Officer selection and succession, and conduct reviews of, and development plans for, any potential successors to the Chief executive officer and recommend to the Board interim successors in the event of an unexpected emergency; and
- review and evaluate the Company's approach to environmental, social, and governance (ESG) matters, including the Company's ESG program, ESG reporting, and risk associated with such program and reporting.

## Membership

The Committee shall consist of at least two members, comprised solely of directors deemed by the Board to be independent and who meet the independence requirements of the New York Stock Exchange. The Board shall recommend nominees for appointment to the Committee annually and as vacancies or newly created positions occur. Committee members shall be appointed by the Board and may be removed by the Board at any time. The Board shall designate the Chair of the Committee.

## Responsibilities

In addition to any other responsibilities which may be assigned from time to time by the Board, the Committee is responsible for the following matters.

### **1. Board/Committee Nominees**

The Committee shall oversee searches for and identify qualified individuals for membership on the Board. The Committee shall recommend to the Board criteria for Board and Board committee membership and shall recommend individuals for membership on the Board and its committees following a majority vote. In making its recommendations for Board and committee membership, the Committee shall:

- review candidates' qualifications for membership on the Board or a committee of the Board (including making a specific determination as to the independence of each candidate) based on the criteria approved by the Board (and considering the enhanced independence, financial literacy and financial expertise standards that may be required under law or New York Stock Exchange rules for Audit Committee or other committee membership purposes);
- in evaluating current directors for re-nomination to the Board or re-appointment to any Board committees, assess the performance of such directors;
- have the power and authority to consider recommendations for Board nominees and proposals submitted by the Company's stockholders with regard thereto and to establish any policies, requirements, criteria and procedures with regard thereto, including policies and procedures regarding stockholder communications with the Board, and to recommend to the Board appropriate action on any such proposal or recommendation;
- periodically review the composition of the Board and its committees in light of the current needs of the Board, the Company and each committee, and in recommending the nomination of individuals, the Committee shall take into account such factors as it deems appropriate, which may include matters of

judgment, diversity including as to gender, race, ethnicity, national origin, veteran status, and sexual orientation, age, skills, background and experience;

- periodically review, as appropriate, the service of all directors on the boards of other public companies with consideration to the substantial time commitment required of directors and make such recommendations to the Board as it may deem advisable;
- consider any other factors that are set forth in the Company's Corporate Governance Guidelines or are deemed appropriate by the Committee or the Board; and
- Review any director resignation letter tendered and evaluate and recommend to the Board whether such resignation shall be accepted.

## **2. Evaluating the Board**

At least annually, the Committee shall lead the Board in a self-evaluation to determine whether it and its committees are functioning effectively. The Committee shall oversee the evaluation process and report on such process and the results of the evaluations, including any recommendations for proposed changes, to the Board.

## **3. Corporate Governance Matters**

The Committee is responsible for overseeing the Company's corporate governance policies and practices, including compliance with the corporate governance rules of the New York Stock Exchange.

The Committee shall develop and recommend to the Board the Corporate Governance Guidelines, Insider Trading and Material Nonpublic Information Policy and Code of Business Conduct and Ethics for the Company. At least annually, the Committee shall review and reassess the adequacy of such Corporate Governance Guidelines, Insider Trading and Material Nonpublic Information Policy and Code of Business Conduct and Ethics and recommend any proposed changes to the Board.

The Committee shall be responsible for any tasks assigned to it in the Company's Corporate Governance Guidelines.

The Committee shall oversee compliance with the Company's Corporate Governance Guidelines and Code of Business Conduct and Ethics and report on such compliance to the Board. The Committee shall also review and consider any requests for waivers of the Company's Corporate Governance Guidelines and Code of Business Conduct and Ethics for the Company's directors, executive officers and other senior financial officers, and shall make a recommendation to the Board with respect to such request for a waiver.

The Committee shall review potential conflicts of interest involving directors, including whether such director or directors may vote on any issue as to which there may be a conflict, with the

exception of related party transactions, which are reviewed and approved by the Audit Committee of the Board or, in certain circumstances, the Board or another independent body of the Board, in accordance with the Company's Related Person Transaction Policy.

The Committee is responsible for reviewing and overseeing the preparation and recommendation for inclusion of any disclosure relative to the Company's corporate governance practices and descriptions of the Board committees provided in the Company's annual proxy statement or other materials distributed to stockholders.

The Committee shall periodically review the Company's succession planning and policies for Chief Executive Officer selection and succession in the event of the incapacitation, retirement or removal of the Chief Executive Officer, and conduct reviews of, and development plans for, any potential successors to the Chief Executive Officer. The Committee shall recommend to the Board on an ongoing basis interim successors in the event of an unexpected emergency.

#### **4. Director Orientation and Continuing Education**

The Committee shall oversee an orientation and continuing education program for directors meeting the requirements set forth in the Company's Corporate Governance Guidelines.

#### **5. Reporting to the Board**

- The Committee shall report to the Board periodically.
- At least annually, the Committee shall evaluate its own performance and report to the Board on such evaluation.
- The Committee shall periodically review and assess the adequacy of this charter and recommend any proposed changes to the Board for approval.

The Committee shall fulfill any additional duties that may be assigned to the Committee by the Board from time to time.

### **Authority and Delegations**

The Committee has the sole authority to retain and terminate any advisers, including search firms, to identify director candidates, including sole authority to approve all such advisers' fees and other retention terms. The Committee may delegate its authority to subcommittees or the Chair of the Committee when it deems it to be appropriate and in the best interests of the Company.

### **Procedures**

The Committee shall meet as often as it determines is appropriate to carry out its responsibilities under this charter. The Chair of the Committee, in consultation with the other Committee

members, shall determine the frequency and length of the Committee meetings and shall set meeting agendas consistent with this charter.