

**Category:** Notifications issued to company members **Sub-category:** Invitation to the General Meeting

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#### **Publishing entity**

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## Invitation to the ordinary general meeting Alcon AG

#### **Organisation concerned:**

Alcon AG CHE-234.781.164 Rue Louis-d'Affry 6 1701 Fribourg

#### General meeting details:

08.05.2024, 09:30 Uhr, SwissTech Convention Center (STCC), Rue Louis Favre 2, 1024 Ecublens, Switzerland (doors open at 08:30 a.m. CEST)

#### Invitation/Agenda:

- 1. Approval of the operating and financial review of Alcon Inc., the annual financial statements of Alcon Inc. and the consolidated financial statements for 2023
- 2. Discharge of the members of the Board of Directors and the members of the Executive Committee
- 3. Appropriation of earnings and declaration of dividend as per the balance sheet of Alcon Inc. of December 31, 2023
- 4. Consultative vote on the 2023 Report on Non-Financial Matters
- 5. Votes on the compensation of the Board of Directors and of the Executive Committee
- 5.1 Consultative vote on the 2023 Compensation Report
- 5.2 Binding vote on the maximum aggregate amount of compensation of the Board of Directors for the next term of office, i.e. from the 2024 Annual General Meeting to the 2025 Annual General Meeting
- 5.3 Binding vote on the maximum aggregate amount of compensation of the Executive Committee for the following financial year, i.e. 2025

- 6. Re-elections of the Chair and the Members of the Board of Directors
- 6.1 Re-election of F. Michael Ball (as Member and Chair)
- 6.2 Re-election of Lynn D. Bleil (as Member)
- 6.3 Re-election of Raquel C. Bono (as Member)
- 6.4 Re-election of Arthur Cummings (as Member)
- 6.5 Re-election of David J. Endicott (as Member)
- 6.6 Re-election of Thomas Glanzmann (as Member)
- 6.7 Re-election of D. Keith Grossman (as Member)
- 6.8 Re-election of Scott Maw (as Member)
- 6.9 Re-election of Karen May (as Member)
- 6.10 Re-election of Ines Pöschel (as Member)
- 6.11 Re-election of Dieter Spälti (as Member)
- 7. Re-elections of the Members of the Compensation Committee
- 7.1 Re-election of Thomas Glanzmann
- 7.2 Re-election of Scott Maw
- 7.3 Re-election of Karen May
- 7.4 Re-election of Ines Pöschel
- 8. Re-election of the independent representative
- 9. Re-election of the statutory auditors



# To the shareholders of Alcon Inc.

### **Invitation to the Annual General Meeting of Alcon Inc.**

SwissTech Convention Center (STCC), Rue Louis Favre 2, 1024 Ecublens, Switzerland

Wednesday, May 8, 2024, at 09:30 a.m. CEST (doors open at 08:30 a.m. CEST)

## **Agenda and Proposals of the Board of Directors**

## 1. Approval of the operating and financial review of Alcon Inc., the annual financial statements of Alcon Inc. and the consolidated financial statements for 2023

#### **Proposal**

The Board of Directors **proposes** that the operating and financial review of Alcon Inc., the annual financial statements of Alcon Inc. and the consolidated financial statements for 2023 be approved, acknowledging the reports of the statutory auditors.

<u>Comment</u>: Pursuant to our Articles of Incorporation, the Annual General Meeting has the competence to approve the operating and financial review of Alcon Inc., the annual financial statements of Alcon Inc. and the consolidated financial statements for 2023.

## 2. Discharge of the members of the Board of Directors and the members of the Executive Committee

#### **Proposal**

The Board of Directors **proposes** that the members of the Board of Directors and the members of the Executive Committee be granted discharge for the 2023 financial year.

<u>Comment</u>: Pursuant to our Articles of Incorporation, the Annual General Meeting has the competence to approve the discharge of the members of the Board of Directors and the members of the Executive Committee.

## 3. Appropriation of earnings and declaration of dividend as per the balance sheet of Alcon Inc. of December 31, 2023

#### **Proposal**

#### (CHF thousands)

17,790,649
208,014
(103,547)
17,686,182

The Board of Directors **proposes** that:

- out of the earnings available to the Annual General Meeting, a gross dividend of CHF 0.24 per dividend-bearing share be declared while shares held by the Alcon Group will not be entitled to a dividend payment; and
- the remaining amount of available earnings, after appropriation of the proposed dividend, be carried forward.

<u>Comment</u>: Pursuant to our Articles of Incorporation, the Annual General Meeting has the competence to approve the appropriation of retained earnings and declaration of dividend. Calculated on the total number of issued shares of 499,700,000, the proposed dividend corresponds to a maximum total amount of CHF 119,928,000. No dividend is paid on shares held by the Alcon Group. The first trading day ex-dividend is expected to be May 14, 2024, and the payout date in Switzerland is expected to be on or around May 16, 2024. The Swiss withholding tax of 35% will be deducted from the gross dividend amount.

#### 4. Consultative vote on the 2023 Report on Non-Financial Matters

#### **Proposal**

The Board of Directors **proposes** that the 2023 Report on Non-Financial Matters be approved (non-binding consultative vote).

<u>Comment</u>: Pursuant to our Articles of Incorporation, the Annual General Meeting has the competence to approve the 2023 Report on Non-Financial Matters. This approval will be subject to a non-binding consultative vote. The 2023 Report on Non-Financial Matters is available electronically at https://investor.alcon.com/news-and-events/events-and-presentations/event-details/2024/2024-Annual-General-Meeting-2024-KS2UIA-jlt/default.aspx.

#### 5. Votes on the compensation of the Board of Directors and of the Executive Committee

#### 5.1 Consultative vote on the 2023 Compensation Report

#### **Proposal**

The Board of Directors proposes that the 2023 Compensation Report be accepted (non-binding consultative vote).

<u>Comment</u>: Pursuant to our Articles of Incorporation, the Board of Directors shall submit the 2023 Compensation Report to a consultative vote of the shareholders. The 2023 Compensation Report can be found in pages 79-111 of the 2023 Annual Report. Please also refer to the enclosed "Say-on-Pay" brochure for further explanations.

5.2 Binding vote on the maximum aggregate amount of compensation of the Board of Directors for the next term of office, i.e. from the 2024 Annual General Meeting to the 2025 Annual General Meeting

#### **Proposal**

The Board of Directors **proposes** that shareholders approve the maximum aggregate amount of compensation of the Board of Directors covering the period from the 2024 Annual General Meeting to the 2025 Annual General Meeting in the amount of CHF 3.900.000.

<u>Comment</u>: Pursuant to our Articles of Incorporation, the Annual General Meeting has the competence to vote on the compensation of the Board of Directors. Please refer to the enclosed "Say-on-Pay" brochure for further explanations.

## 5.3 Binding vote on the maximum aggregate amount of compensation of the Executive Committee for the following financial year, i.e. 2025

#### **Proposal**

The Board of Directors **proposes** that shareholders approve the maximum aggregate amount of compensation of the Executive Committee for the 2025 financial year in the amount of CHF 43,000,000.

<u>Comment</u>: Pursuant to our Articles of Incorporation, the Annual General Meeting has the competence to vote on the compensation of the Executive Committee. Please refer to the enclosed "Say-on-Pay" brochure for further explanations.

#### 6. Re-elections of the Chair and the Members of the Board of Directors

#### **Proposal**

The Board of Directors **proposes** the re-election of the current members of the Board of Directors, each for a term of office of one year extending until completion of the 2025 Annual General Meeting.

- 6.1 Re-election of F. Michael Ball (as Member and Chair)
- 6.2 Re-election of Lynn D. Bleil (as Member)
- 6.3 Re-election of Raquel C. Bono (as Member)
- 6.4 Re-election of Arthur Cummings (as Member)
- 6.5 Re-election of David J. Endicott (as Member)

- 6.6 Re-election of Thomas Glanzmann (as Member)
- 6.7 Re-election of D. Keith Grossman (as Member)
- 6.8 Re-election of Scott Maw (as Member)
- 6.9 Re-election of Karen May (as Member)
- 6.10 Re-election of Ines Pöschel (as Member)
- 6.11 Re-election of Dieter Spälti (as Member)

<u>Comment</u>: Pursuant to our Articles of Incorporation, the Annual General Meeting has the competence to elect the Chair and the members of the Board of Directors. The term of office for all members of the Board of Directors expires at the completion of the Annual General Meeting on May 8, 2024. All current members of the Board of Directors are standing for re-election. The re-elections of the members of the Board of Directors shall be effected on an individual basis. Information on the professional background of the current members of the Board of Directors can be found in the 2023 Annual Report, available at https://investor.alcon.com/financials/annual-reports/default.aspx.

#### 7. Re-elections of the Members of the Compensation Committee

#### **Proposal**

The Board of Directors **proposes** the re-election of the current members of the Compensation Committee, each for a term of office of one year extending until completion of the 2025 Annual General Meeting.

- 7.1 Re-election of Thomas Glanzmann
- 7.2 Re-election of Scott Maw
- 7.3 Re-election of Karen May
- 7.4 Re-election of Ines Pöschel

<u>Comment</u>: Pursuant to our Articles of Incorporation, the Annual General Meeting has the competence to elect the members of the Compensation Committee. All current members of the Compensation Committee are standing for re-election. The re-elections shall be effected on an individual basis. The Board of Directors intends to re-designate Karen May as Chair of the Compensation Committee, subject to her re-election as a member of the Board of Directors and member of the Compensation Committee.

#### 8. Re-election of the independent representative

#### **Proposal**

The Board of Directors **proposes** the re-election of Hartmann Dreyer, Attorneys-at-law, P.O. Box 343, 1701 Fribourg, Switzerland, as independent representative for a term of office of one year extending until completion of the 2025 Annual General Meeting.

<u>Comment</u>: Pursuant to our Articles of Incorporation, the Annual General Meeting has the competence to elect the independent representative.

#### 9. Re-election of the statutory auditors

#### **Proposal**

The Board of Directors **proposes** the re-election of PricewaterhouseCoopers SA, Geneva, as statutory auditors for the 2024 financial year.

<u>Comment</u>: Pursuant to our Articles of Incorporation, the Annual General Meeting has the competence to elect the statutory auditors.

Fribourg, April 8, 2024

Alcon Inc.

Board of Directors

Enclosures: - Registration form with reply envelope

- Brochure "Say-on-Pay"

## **Organizational Topics**

#### No Trading Restriction on Shares of Alcon Inc.

The registration of shareholders for voting purposes does not affect the trading of shares held by registered shareholders before, during or after the Annual General Meeting.

#### **Annual Report**

The Annual Report is available electronically at https://investor.alcon.com/financials/annual-reports/default.aspx.

The invitation including the agenda and the proposals of the Board of Directors, along with the brochure "Say-on-Pay" will be mailed directly to shareholders who are registered in the Company's share register with the right to vote.

#### **Registration and Admission Cards**

Shareholders entered in the share register with the right to vote on April 22, 2024 are entitled to vote in the Annual General Meeting. These shareholders may authorize Hartmann Dreyer Attorneys-at-Law to act as their independent representative either by using the reply form enclosed or electronically (e-voting). The reply form or a corresponding electronic notification must reach the independent representative no later than May 3, 2024.

#### **Proxy/Voting**

If you cannot attend our Annual General Meeting in person, you may:

a) authorize Hartmann Dreyer Attorneys-at-law to act as your independent representative;

or

b) arrange to be represented by means of a written proxy by a third person who does not need to be a shareholder.

## Electronic Authorization/Voting and Instructions to the Independent Representative (evoting)

Shareholders may register by using the e-voting platform via www.gvote.ch to either request an admission card, appoint a proxy or issue voting instructions to the independent representative.

The requisite login details are enclosed in the reply form. Personalized login details remain valid. Shareholders may submit voting instructions electronically, or change any instructions that they may have communicated electronically, up to but no later than 11:59 p.m. on May 3, 2024.

Additionally, holders of shares in the United States should follow the instructions provided by their brokers, trustees, nominees or the Company's transfer agent, as applicable.

#### **Speakers' Desk**

Shareholders who wish to speak are requested to notify the speakers' desk near the podium before the Annual General Meeting begins.

#### **Mobile Phones**

Please switch off your mobile phones during the Annual General Meeting.

#### **Translation**

The Annual General Meeting will be conducted primarily in English. Simultaneous translation into French and German will be available.

#### **Means of Transport**

Shareholders are requested to use public transport since parking facilities at the STCC are limited.

#### **Public Transport**

From the train station in Lausanne to STCC in Lausanne, please use the metro "M2" to "Croisettes" and get off at the stop "Lausanne-Flon". Then please use the metro "M1" to "Renens-Gare" and get off at the stop "EPFL". The journey is around 21 minutes. Metro "M2" is available every 2 to 5 minutes. Metro "M1" is available every 5 to 7.5 minutes.

From the train station in Renens to STCC in Lausanne, please use the metro "M1" to "Lausanne-Flon" and get off at the stop "EPFL". The journey is around 6 minutes. Metro "M1" is available every 5 to 7.5 minutes.

#### **Leaving the Annual General Meeting Early**

Shareholders who leave the Annual General Meeting early are requested to hand in their unused voting materials and the electronic voting unit on their way out.

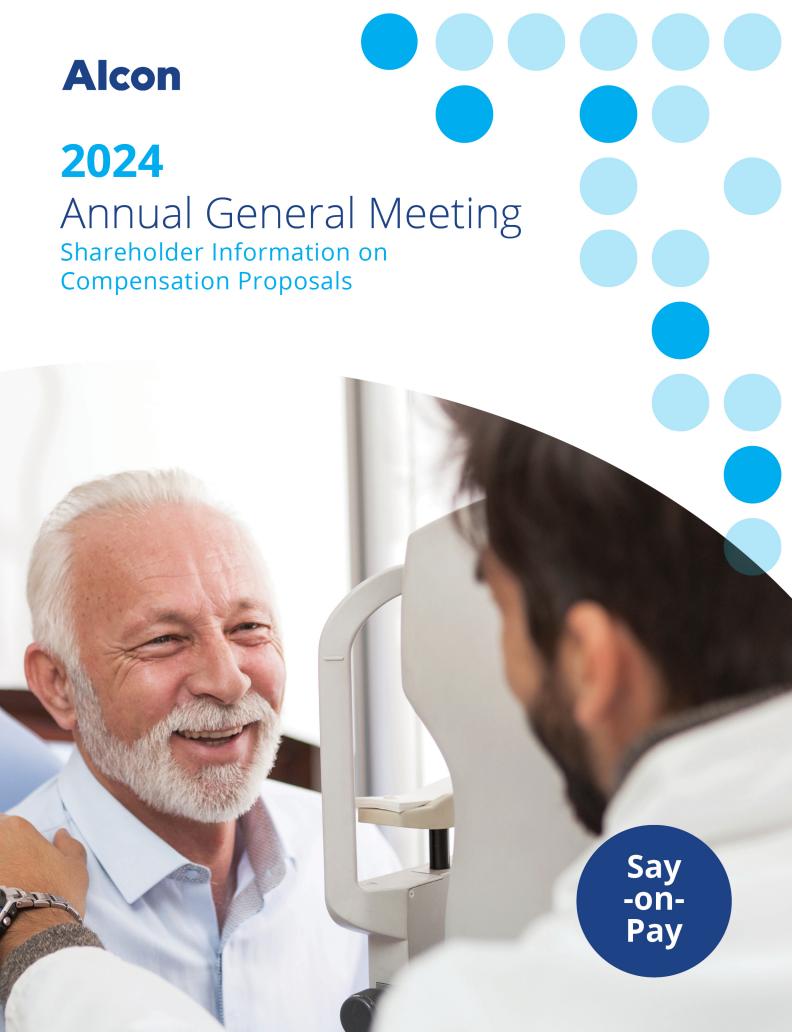
## **Contact Us**

Alcon Inc.

Rue Louis-d'Affry 6 1701 Fribourg Switzerland

Phone: +41 58 911 21 10

investor.relations@alcon.com https://investor.alcon.com/home/default.aspx



## Dear Shareholder,

This brochure provides you with information regarding our compensation-related proposals submitted to the 2024 Annual General Meeting ("AGM") and confirms our commitment towards a transparent Say-on-Pay approach.

The Compensation Committee ("CC") and the Board of Directors ("Board") are committed to a pay-for-performance framework to align company and executive performance with shareholder interests. This is why we have a pay structure for the Executive Committee of Alcon ("ECA") that is heavily-weighted in favor of performance-based elements.

We benchmark ECA compensation against a consistent peer group of European and North American companies with similar characteristics of size, industry, business mix and global footprint. Although Alcon is headquartered in Switzerland, a significant portion of our sales, management team and associate population are in the US. The US is the largest pool for both medical device and ophthalmology talent, and it is therefore critical that Alcon is able to attract and retain key talent from the US. As a result, our CC has selected a blended peer group of European and North American companies (42% European and 58% North American) to balance the European compensation structure with a need to attract and retain US talent. Based on our compensation philosophy, our desired competitive position is to stay near the median of the peer group. The Board has proposed an increase to the 2025 budget to provide flexibility in anticipation of changes to the ECA composition.

The framework and the fee structure for the Board's compensation will remain unchanged. Further, the proposal does not contemplate any changes to the Board's compensation levels for the upcoming term of office from the 2024 AGM to 2025 AGM.

On behalf of the Board and the members of the CC, we thank you for your continued trust in Alcon. We are grateful for your participation in this year's AGM.

Sincerely,



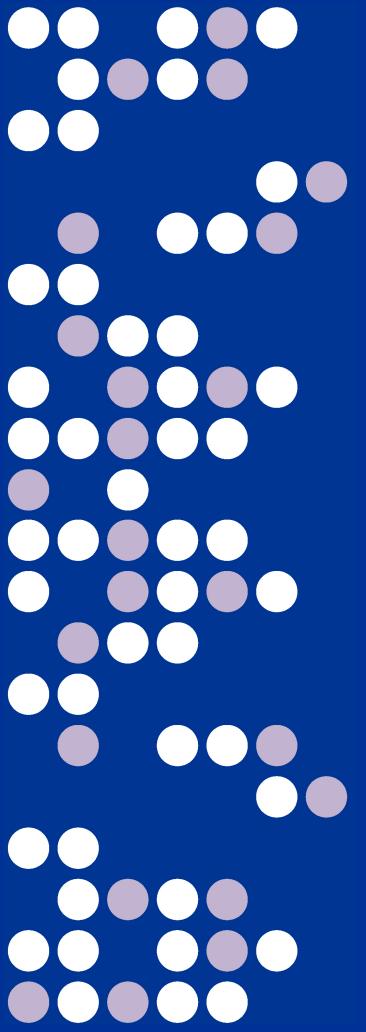


F. Michael Ball Chair of the Board of Directors





Karen May Chair of the Compensation Committee



In line with Swiss regulations and our Articles of Incorporation, we are asking you to cast the following three votes:

#### Agenda item 5.1

#### Consultative vote on the 2023 **Compensation Report**

The Board of Directors proposes that the 2023 Compensation Report, included in the 2023 Annual Report, be accepted (non-binding consultative vote).

#### Agenda item 5.2

Binding vote on the maximum aggregate amount of compensation of the Board of Directors for the next term of office, i.e. from the 2024 AGM to the 2025 AGM

The Board of Directors proposes that shareholders approve the maximum aggregate amount of compensation of the Board of Directors covering the period from the 2024 AGM to the 2025 AGM in the amount of CHF 3,900,000.

#### Agenda item 5.3

Binding vote on the maximum aggregate amount of compensation of the ECA for the 2025 financial year

The Board of Directors proposes that shareholders approve the maximum aggregate amount of compensation of the ECA for the 2025 financial year in the amount of CHF 43,000,000.

## 5.1 Consultative vote on the 2023 Compensation Report

The Board of Directors proposes that the 2023 Compensation Report, included in the 2023 Annual Report, be accepted (non-binding consultative vote).

At our 2023 Annual General Meeting ("AGM"), our 2022 Compensation Report received approval with support from 84% of the votes cast. While we are encouraged to receive robust shareholder support, we continued our efforts to engage with and gather feedback from our shareholders during 2023 regarding our executive compensation program.

Our engagement team included our Board Chair, Chief Human Resources Officer, General Counsel, Head of Investor Relations and Head of Social Impact and Sustainability. We heard directly from investors on a range of important topics including CEO compensation, executive compensation programs and broader Social Impact and Sustainability matters.

The 2023 Compensation Report, included on pages 79-111 of Alcon's 2023 Annual Report, provides detailed information regarding compensation awarded to the members of the ECA and the Board in the 2023 financial year. It also sets out Alcon's compensation framework and philosophy. Alcon's 2023 Annual Report is available in electronic form on our website at the following address: https:// investor.alcon.com/financials/annual-reports/default.aspx.

### **ECA Compensation 2023**

For 2023, the executive compensation program include a balance of fixed and variable elements rewarding short-term and long-term performance through the delivery of cash payments and equity awards. Performance goals were aligned to the strategic plan in a mix of absolute and relative measures including financial and non-financial metrics. The current compensation program remains well suited to effectively align pay and performance. At a glance, the ECA compensation includes:

	Annual Base Salary	Short-Term Incentive (STI)	Long-Term Incentives (LTI)	Benefits
Purpose	In line with global pay practices, reflects responsibilities, experience and skills	Rewards annual performance against key objectives	Rewards long-term value creation in line with Alcon's strategy and business priorities	Retirement savings and insurance in line with local market practices and benefits associated with global mobility and international relocation
Payment	Cash	Cash	Equity (Performance Stock Units)	Cash or in-kind contributions to retirement savings and insurance policies
Performance period	_	One year	Three-year cliff vesting	_
Performance measures	_	Three financial performance measures and an individual performance factor	Four equally weighted performance measures including financial, relative and innovation metrics	_
Payout range	_	0%-200% of the individual target award	0%-200% of the number of Performance Stock Units granted	_
Basis	Fixed	Variable	Variable	Fixed in proportion of pay

## **Board compensation 2023**

The components of our Board compensation are consistent with other SMI companies providing cash retainer and full value shares. To maintain the independence and integrity of our Board, we do not pay any performance-based compensation to the members of our Board. At a glance, the Board fees include:

	Base fee <sup>1</sup>	Additional fee <sup>1</sup>	Payment in cash <sup>2</sup>	Payment in shares
Board Chair	Chair fee	Not entitled to additional fee	50% of the Chair fee	50% of the Chair fee
Board member	Member fee	For roles in Committees as Chair and/or member <sup>3</sup> , and/or as Vice Chair of the Board	50% of the base and additional fees	50% of the base and additional fees

Earned from AGM 2023 to AGM 2024.

<sup>2</sup> Board members may also elect to receive all or part of the cash fee in shares.

<sup>3</sup> Audit and Risk Committee, Compensation Committee, Governance and Nomination Committee, and Innovation Committee.

## 5.2 Binding vote on the maximum aggregate amount of compensation of the **Board of Directors for the next term of** office, i.e. from the 2024 AGM to the 2025 **AGM**

The Board of Directors proposes that shareholders approve the maximum aggregate amount of compensation of the Board of Directors covering the period from the 2024 AGM to the 2025 AGM in the amount of CHF 3,900,000.

For the term 2024 AGM to the 2025 AGM, Alcon's Board will be comprised of 11 members, similar to the previous year.

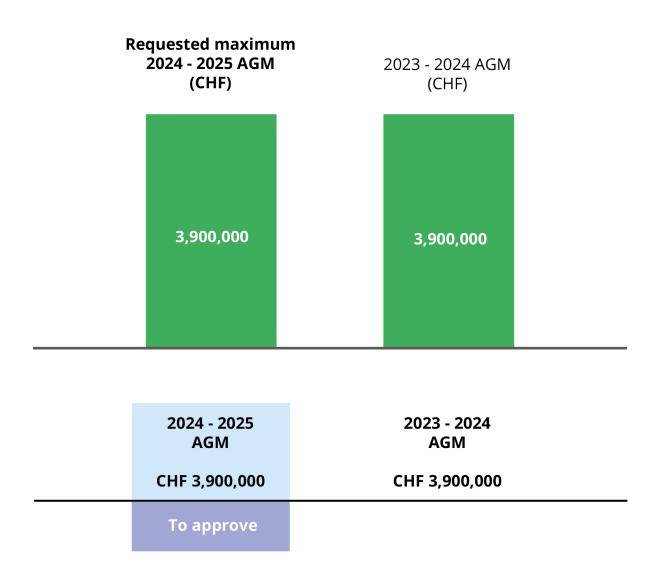
The fixed compensation of non-executive Board members is comprised of a base fee for Board membership and additional fees for roles on Board committees. Board membership fees, as well as additional fees as Chair or member of committees and/or for specific roles such as Vice-Chair of the Board, are paid on a per-term basis in installments. Board members receive a minimum of 50% of their compensation in the form of Alcon shares. Each member of the Board may elect to receive a greater percentage (up to 100%) of their compensation in Alcon shares in lieu of cash. The Chair of the Board receives no additional fees for roles on Board committees. David J. Endicott, our CEO, does not receive any additional compensation for his Board membership.

The graphic below sets out the base fees, the Board Chair and Vice Chair fees and Chairs and members of committees fees as described above. The proposed maximum aggregate amount of compensation of all non-executive members of the Board for the term from the 2024 AGM to the 2025 AGM amounts to CHF 3,900,000.

#### Base fee for Board membership for non-executive Directors for 2024-2025 AGM

Chair of the Board	CHF 1,150,000
Member of the Board	CHF 205,000

Additional fees for non-executive Directors for 2024-2025 AGM	Chair	Member
Vice-Chair of the Board	CHF 40,000	
Audit and Risk Committee	CHF 70,000	CHF 35,000
Compensation Committee	CHF 60,000	CHF 30,000
Governance and Nomination Committee	CHF 60,000	CHF 30,000
Innovation Committee	CHF 60,000	CHF 30,000



## 5.3 Binding vote on the maximum aggregate amount of compensation of the ECA for the 2025 financial year

The Board of Directors proposes that shareholders approve the maximum aggregate amount of compensation of the ECA for the 2025 financial year in the amount of CHF 43,000,000.

Our compensation framework for members of the ECA is based on our pay-for-performance philosophy, reflects the realities of the competitive global market for executive talent, considers Alcon's position as a company with ambitious growth and:

- Ensures a broadly competitive level of remuneration appropriate to each executive's scale of responsibility and individual performance;
- Considers the geographic and industry-specific nature of our talent pool and the medical device industry to attract, retain and motivate a world-class executive team to drive performance;
- Supports long-term value creation for shareholders;
- Aligns the compensation program for the senior executives with the broader management and employee population;
- Fully embraces Swiss governance expectations and follows principles of simplicity and transparency; and
- Links pay to achievement of social impact and sustainability goals through the STI plan.

The CC is committed to a strong pay-for-performance framework to align executive compensation with shareholder interests. An anchor point of our philosophy is to offer market competitive compensation within the range of the median of our peer group.

The peer group companies used for external executive compensation benchmarking represent a blend of European and North American companies and provides a good balance of industries, companies and geographies from which executive talent is sourced. The peer group has remained consistent since Alcon's spin off. Although Alcon is headquartered in Switzerland, a significant portion of our sales, management team and associate population are in the US. The US is the largest pool for both medical device and ophthalmology talent, and it is therefore critical that Alcon is able to attract and retain key talent from the US. As a result, our CC has selected a blended peer group of European and North American companies (42% European and 58% North American) to balance the European compensation structure with a need to attract and retain US talent.

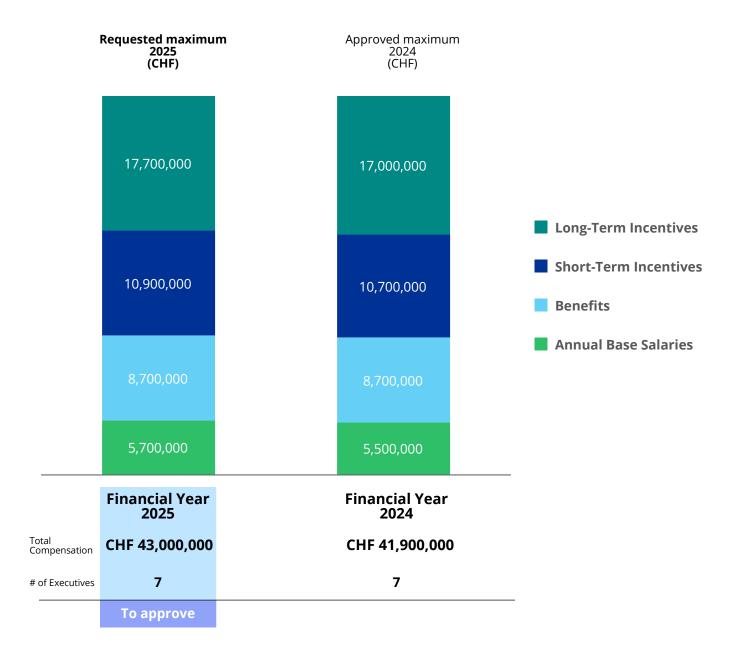
Based on our compensation framework, each ECA member's total compensation is comprised of an annual base salary, variable compensation elements and benefits.

Annual Base Salary: The base salary reflects each ECA member's individual role, performance, experience and potential as well as the market value of their respective roles.

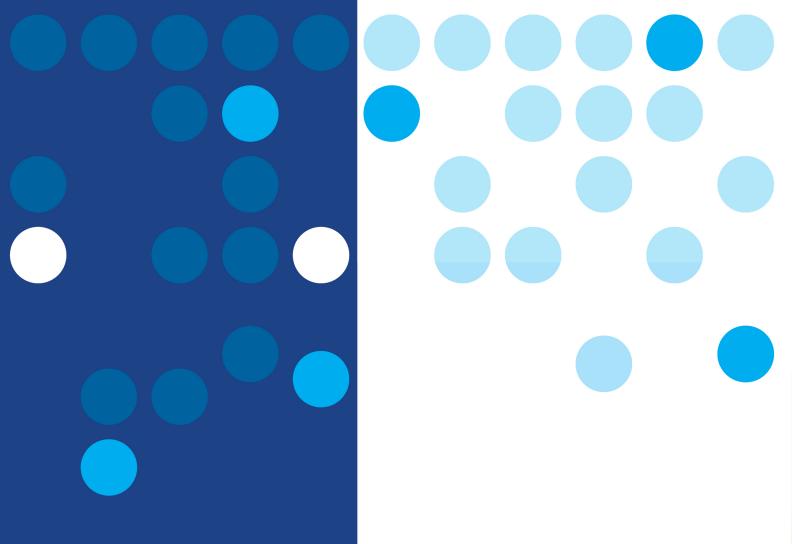
**Variable Compensation:** Alcon is committed to the principle of pay-for-performance, which is reflected in an emphasis on variable compensation, comprised of the STI and LTI awards. The STI, paid fully in cash and capped at 200% of the individual target award, focuses on Alcon's annual operating business performance and individual performance. The LTI, share-based and capped at 200% of the granted number of performance share units, is designed to drive sustainable long-term value creation. These combined awards link a substantial portion of the overall total compensation to company and individual performance.

Benefits: Employment benefits are provided in line with local market practices and legal requirements. Certain ECA members were relocated to Alcon's headquarters in Geneva, Switzerland. The affected ECA members are provided with allowances for their relocation under Alcon's international global mobility policy. Generally, for associates on international assignments, over 70% of the benefit costs are related to maintaining the cost of living position neutral to their home base and of the 70%, over 75% of these costs are attributable to tax neutralization.

The following graphic illustrates the requested maximum aggregate amount of compensation of the ECA for the 2025 financial year in comparison to the approved amount for the 2024 financial year. We are requesting an increase of 2.6% to the proposed maximum aggregate amount of compensation as we anticipate changes to the ECA composition that will allow us to enhance expertise in strategically relevant competencies and allow flexibility for global mobility and transition. The proposed 2025 financial year maximum aggregate amount of compensation for the ECA is CHF 43,000,000.



The proposed maximum compensation amount for the financial year 2025 assumes a maximum payout of 200% of target for our STI awards and a grant value of 100% of target LTI awards.



## Alcon

To learn more, visit: https://www.alcon.com/