

# NOTICE OF ANNUAL GENERAL MEETING CIRCULAR TO SHAREHOLDERS

This document contains a Notice of the Annual General Meeting of Hays plc to be held at 12.00 noon on 10 November 2010 at the offices of UBS, The Conference Centre, Ground Floor, 1 Finsbury Avenue, London EC2M 2PP.

Shareholders who do not intend to be present at the Annual General Meeting but who wish to vote are asked to appoint a proxy either electronically or by completing and submitting a Proxy Form, in accordance with the instructions contained in this document. Proxy appointments must be received by no later than 12.00 noon on 8 November 2010.

**The appointment of a proxy will not preclude a shareholder from attending and voting in person if they so wish.**

**THIS DOCUMENT IS IMPORTANT AND REQUIRES YOUR IMMEDIATE ATTENTION.** IF YOU ARE IN ANY DOUBT AS TO ANY ASPECT OF THE PROPOSALS REFERRED TO IN THIS DOCUMENT OR AS TO THE ACTION YOU SHOULD TAKE, YOU SHOULD CONSULT IMMEDIATELY YOUR STOCKBROKER, BANK MANAGER, SOLICITOR, ACCOUNTANT OR OTHER INDEPENDENT FINANCIAL ADVISER AUTHORISED UNDER THE FINANCIAL SERVICES AND MARKETS ACT 2000. IF YOU HAVE SOLD OR OTHERWISE TRANSFERRED ALL YOUR SHARES IN THE COMPANY, PLEASE SEND THIS DOCUMENT AND THE ACCOMPANYING DOCUMENTS TO THE PURCHASER OR TRANSFEREE OR TO THE STOCKBROKER, BANK OR OTHER AGENT THROUGH WHOM THE SALE OR TRANSFER WAS EFFECTED FOR TRANSMISSION TO THE PURCHASER OR TRANSFEREE.

Dear Shareholder,

### **Annual General Meeting 2010**

The Annual General Meeting ("AGM") of Hays plc (the "Company") will be held on at 12.00 noon on 10 November 2010 at the offices of UBS, The Conference Centre, Ground Floor, 1 Finsbury Avenue, London EC2M 2PP. Shareholder registration will be available from 11.00 a.m. I hope you will be available to attend.

Details of the business to be considered are set out in the Notice of AGM (the "Notice") that follows this letter.

If you would like to vote on the resolutions but cannot attend the AGM, please appoint a proxy either electronically, by logging on to [sharevote.co.uk](http://sharevote.co.uk) or, if you are a CREST member, by using the CREST electronic proxy appointment service, or by completing and signing the Proxy Form sent to you with the Notice and returning it to our Registrar, Equiniti. Your proxy appointment must be received by **no later than 12.00 noon on 8 November 2010**. For further information about how you may appoint a proxy please see the Notes to the Notice on pages 6 to 8 and the Proxy Form.

I would like to explain and comment further on the proposed business to be dealt with at the AGM.

### **Resolution 1**

Shareholders are being asked to receive and adopt the Directors' and Auditor's Reports and the Company's financial statements for the year ended 30 June 2010.

### **Resolution 2**

Shareholders are being asked to approve a final dividend of 3.95 pence per Ordinary share for the year ended 30 June 2010. If the final dividend is approved, it will be paid on 19 November 2010 to shareholders whose names are recorded on the register of members at the close of business on 22 October 2010.

### **Resolution 3**

Shareholders are being asked to approve the Directors' Remuneration Report for the year ended 30 June 2010, as set out on pages 56 to 65 of the Company's Annual Report and Financial Statements 2010.

The Company's Auditor, Deloitte LLP, has audited those parts of the Directors' Remuneration Report capable of being audited and their report may be found on page 96 of the Company's Annual Report and Financial Statements.

The board considers that appropriate executive remuneration plays a vital part in helping to achieve the Company's overall objectives and, accordingly, and in compliance with the legislation, shareholders will be invited to approve the Directors' Remuneration Report. The vote is advisory in nature.

### **Resolution 4**

In accordance with the Company's Articles of Association, any director newly appointed by the Board is required to retire and submit themselves for re-appointment at the first annual general meeting following their appointment. Accordingly, Resolution 4 seeks your approval to re-appoint Alan Thomson as a director of the Company, who will be appointed as a director on 1 October 2010.

A biography of Alan Thomson is set out in Appendix 1 following the Notice on page 8. In reviewing the recommendations of the Nomination Committee concerning this re-appointment, the board concluded that Alan Thomson is independent in character and judgement, and will make effective and valuable contributions to the Board and demonstrates commitment to the role. Accordingly, the Board unanimously recommends his re-appointment.

### **Resolutions 5 and 6**

In accordance with the Company's Articles of Association, every director must seek re-appointment once every three years and one-third of directors are required to retire by rotation each year.

Bob Lawson, being the longest serving director since last being re-elected, is eligible for re-appointment at the forthcoming AGM. As Bob will be retiring from the Board following the AGM, he will not be seeking re-appointment. However, in accordance with the Company's Articles of Association, he will count towards the calculation of the one-third of directors required to retire by rotation at the AGM.

Accordingly, two directors will be seeking re-appointment at the AGM and resolutions 5 and 6 seek your approval to re-appoint William Eccleshare and Paul Stoneham as directors, who retire from the Board by rotation and, being eligible, offer themselves for re-appointment. As both directors will extend their terms of office beyond six years, the Nomination Committee has given their performances particular consideration, as required by the UK Corporate Governance Code (the "2010 Code"), which applies to the Company from 1 July 2010, taking into account the need for progressive refreshing of the Board.

Biographies of the directors seeking re-appointment are set out in Appendix 1 following the Notice on page 8. All of the directors offering themselves for re-appointment have wide business knowledge and bring valuable skills and experience to the Board. The Board is content that each of them is independent in character and there are no relationships or circumstances that are likely to affect their character or judgement. Following formal performance evaluation of each of these individuals, the Chairman believes that all the directors offering themselves for re-appointment continue to be effective and to demonstrate commitment to the role, including sufficient commitment of time for the Board, committee meetings and any other duties, in accordance with the 2010 Code.

#### **Resolution 7**

Approval is sought to re-appoint Deloitte LLP as Auditor of the Company, to hold office until the conclusion of the next general meeting of the Company at which accounts are laid.

#### **Resolution 8**

Shareholders are being asked to authorise the directors to determine the remuneration for Deloitte LLP as Auditor of the Company.

#### **Resolution 9**

The authority conferred on the directors at last year's annual general meeting to allot the authorised but unissued share capital of the Company expires at the conclusion of the forthcoming AGM.

The Board recommends that a new authority be granted and Resolution 9, if passed, authorises the directors to allot shares in the Company and to grant rights to subscribe for or to convert any security into shares in the Company up to a maximum aggregate nominal amount of £4,614,044, which represents approximately one-third of the Company's issued share capital, excluding the 79,883,238 ordinary shares (representing 5.46% of the Company's issued share capital) held in treasury as at 23 September 2010, being the latest practicable date prior to the publication of this document.

This authority will expire at the conclusion of the next annual general meeting and the directors have no present intention of using this authority.

#### **Resolution 10**

Resolution 10, which will be proposed as a special resolution, seeks to grant the directors authority to allot equity securities for cash on a non-pre-emptive basis up to an aggregate nominal amount of £692,106, which represents 5% of the Company's issued share capital, excluding the 79,883,238 ordinary shares (representing 5.46% of the Company's issued share capital) held in treasury as at 23 September 2010, being the latest practicable date prior to the publication of this document. This power will expire at the conclusion of the next annual general meeting.

Resolutions 9 and 10 comply with the guidelines issued by various investor protection committees, including those issued by the Pre-Emption Group, which require that not more than 7.5% of the issued share capital (excluding treasury shares) be issued for cash on a non-pre-emptive basis during any rolling three-year period.

#### **Resolution 11**

At last year's annual general meeting, shareholders gave the Company permission, until the conclusion of the next annual general meeting, to purchase up to 138,210,080 ordinary shares of the Company.

Resolution 11, which will be proposed as a special resolution, seeks to renew the Company's general authority to repurchase up to 138,421,332 of its own shares in the market (being less than 10% of the Company's issued share capital), excluding the 79,883,238 ordinary shares (being 5.46% of the Company's issued share capital) held in treasury as at 23 September 2010, being the latest practicable date prior to the publication of this document, at or between the maximum and minimum prices specified in the resolution giving the authority.

The Board has indicated its intention to continue to return surplus cash to shareholders where circumstances allow and it is not required to finance the organic expansion of the business, acquisitions and dividend payments, via the on-market purchase of its own shares. Shares will only be purchased if to do so would result in an increase in earnings per share and is in the best interests of shareholders generally. No share purchases were made during the period from 1 July 2009 to 30 June 2010 and none are anticipated in the 2011 financial year.

The authority sought by this resolution will expire at the end of the next annual general meeting or 18 months from the date of the resolution, whichever is earlier.

Chapter 6 of Part 18 of the Companies Act 2006 (the "Act") allows companies to hold shares acquired by way of market purchase in treasury, rather than having to cancel them. The directors may use the authority to purchase shares and hold them in treasury (and subsequently sell or transfer them out of treasury as permitted in accordance with the Act) rather than cancel them, subject to institutional guidelines applicable at the time.

No dividends have been paid on shares whilst held in treasury and no voting rights attach to the treasury shares.

On 23 September 2010, being the latest practicable date prior to the publication of this document, the Company had 14,964,168 options outstanding under its various share schemes. This represents 1.08% of the issued share capital of the Company excluding the 79,883,238 ordinary shares held in treasury as at that date. If the Company were to purchase the maximum number of shares permitted under this resolution, these options would then represent 1.20% of the issued share capital of the Company excluding the 79,883,238 ordinary shares held in treasury as at that date.

## Resolution 12

Changes made to the Act by the Companies (Shareholders' Rights) Regulations 2009 (the "Shareholders' Rights Regulations"), which came into force on 3 August 2009, increase the notice period required for general meetings of the Company to 21 days, unless shareholders approve a shorter notice period of not less than 14 clear days (annual general meetings will continue to be held on at least 21 clear days' notice).

Prior to the Shareholders' Rights Regulations coming into force, the Company was able to call general meetings (other than an annual general meeting) on 14 clear days' notice without obtaining such shareholder approval. In order to preserve this ability, Resolution 12, which will be proposed as a special resolution, seeks the necessary shareholder approval to enable the Company to call general meetings on 14 clear days' notice. This approval will be effective until the Company's next annual general meeting, when it is intended that a similar resolution will be proposed to renew this authority.

Note that further changes to the Act mean that, in order to be able to call a general meeting on less than 21 clear days' notice, in addition to shareholder approval, the Company must also offer an electronic voting facility which is accessible to all shareholders. The Company already provides the ability for shareholders to vote electronically online.

It is intended that the shorter notice period would not be used as a matter of routine for such meetings but only where the flexibility is merited by the business of the meeting and is thought to be in the interests of shareholders as a whole.

## Action to be taken

As referred to above, if you are unable to attend the AGM or wish to register your proxy votes now in relation to the resolutions proposed, you should appoint a proxy either electronically, by logging on to [sharevote.co.uk](http://sharevote.co.uk) or, if you are CREST member, by using the CREST electronic proxy appointment service. Alternatively, you may complete and sign the enclosed Proxy Form, and return it (no postage is required) to the Company's Registrar, Equiniti, at Aspect House, Spencer Road, Lancing, West Sussex BN99 6RT. In each case, your proxy appointment must be received by **no later than 12.00 noon on 8 November 2010**.

Appointing a proxy either electronically or by returning the Proxy Form will not prevent you from subsequently attending the AGM and voting in person. Further details relating to voting by proxy are set out in the Notes to the Notice on pages 6 to 8.

## Documents available for inspection

Copies of the service contracts of the executive directors and letters of appointment of the non-executive directors are available for inspection during normal business hours at Hays plc, 250 Euston Road, London NW1 2AF from 9.00am on 6 October 2010 until the conclusion of the AGM and will also be available for inspection at the AGM venue 15 minutes prior to the AGM and during the AGM itself.

## Recommendation

The directors believe that all the resolutions to be put to the AGM are in the best interests of the Company and its shareholders as a whole. Accordingly, the directors unanimously recommend that you vote in favour of the proposed resolutions at the AGM, as they intend to do in respect of their own beneficial holdings.

Yours faithfully

## Bob Lawson

Chairman

6 October 2010

## Notice of Annual General Meeting (“Notice”)

NOTICE IS HEREBY GIVEN that the twenty third Annual General Meeting (“AGM”) of Hays plc (the “Company”) will be held at the offices of UBS, The Conference Centre, Ground Floor, 1 Finsbury Avenue, London EC2M 2PP at 12.00 noon on Wednesday, 10 November 2010. Resolutions 10 to 12 (inclusive) will be proposed as special resolutions, meaning that for each of those resolutions to be passed, at least three-quarters of the votes cast must be cast in favour of the resolution. All other resolutions will be proposed as ordinary resolutions, meaning that for each of those resolutions to be passed, more than half of the votes cast must be in favour of the resolution.

### Ordinary Resolutions

#### Resolution 1

THAT the Directors’ and Auditor’s Report and the Company’s financial statements for the year ended 30 June 2010 be received and adopted.

#### Resolution 2

THAT a final dividend of 3.95 pence per Ordinary share recommended by the directors for the year ended 30 June 2010 be declared, which will be paid on 19 November 2010 to shareholders whose names are recorded on the register of members at the close of business on 22 October 2010.

#### Resolution 3

THAT the Directors’ Remuneration Report for the year ended 30 June 2010, as set out on pages 56 to 65 of the Company’s Annual Report and Financial Statements 2010, be approved.

#### Resolution 4

THAT Alan Thomson be re-appointed as a director of the Company.

#### Resolution 5

THAT William Eccleshare be re-appointed as a director of the Company.

#### Resolution 6

THAT Paul Stoneham be re-appointed as a director of the Company.

#### Resolution 7

THAT Deloitte LLP be re-appointed as Auditor of the Company to hold office until the conclusion of the next general meeting at which annual accounts are laid.

#### Resolution 8

THAT the directors of the Company be authorised to determine the Auditor’s remuneration.

#### Resolution 9

(a) THAT the directors of the Company be generally and unconditionally authorised pursuant to section 551 of the Companies Act 2006 (the “Act”) to allot shares in the Company and to grant rights to subscribe for or to convert any security into shares in the Company up to an aggregate nominal amount of £4,614,044 until the conclusion of the next annual general meeting of the Company after the date of the passing of this resolution but, in each case, so that the Company may make offers and enter into agreements before this authority expires which would or might require shares to be allotted, or rights to subscribe for or convert

any securities into shares to be granted after the expiry of this authority and the directors of the Company may allot shares and grant rights to subscribe for or convert any securities into shares in pursuance of any such offer or agreement as if the authority conferred hereby had not expired;

(b) THAT, subject to paragraph (c), all existing authorities given to the directors pursuant to section 551 of the Act be revoked by this resolution; and

(c) THAT paragraph (b) shall be without prejudice to the continuing authority of the directors to allot shares, or grant rights to subscribe for or convert any securities into shares pursuant to an offer or agreement made by the Company before the expiry of the authority pursuant to which such offer or agreement was made.

### Resolution 10

#### Special Resolution

THAT, subject to the passing of Resolution 9 in the Notice, the directors of the Company be generally empowered pursuant to section 570 and 573 of the Act to allot equity securities (within the meaning of section 560 of the Act) for cash, pursuant to the authority conferred by Resolution 9 in the Notice, as if section 561(1) of the Act did not apply to such allotment. This power:

(a) expires (unless previously renewed, varied or revoked by the Company in general meeting) at the conclusion of the next annual general meeting of the Company after the date of the passing of this resolution, but so that the Company may make offers and enter into agreements before this power expires which would or might require equity securities to be allotted after this power expires and the directors of the Company may allot equity securities in pursuance of any such offer or agreement as if the power conferred hereby had not expired; and

(b) shall be limited to:

- i) the allotment of equity securities in connection with an offer of equity securities to ordinary shareholders in proportion (as nearly as may be practicable) to their existing shareholding, and so that the directors may impose any limits or restrictions and make any arrangements which they consider necessary or appropriate to deal with treasury shares, fractional entitlements, record dates, legal, regulatory or practical problems in, or under the laws of, any territory or any other matter; and
- ii) the allotment of equity securities for cash otherwise than pursuant to paragraph (i) up to an aggregate nominal amount of £692,106.

This power applies in relation to a sale of shares which is an allotment of equity securities by virtue of section 560(3) of the Act as if in the first paragraph of this resolution the words “pursuant to the authority conferred by Resolution 9” were omitted.

**Resolution 11****Special Resolution**

That the Company be and is hereby generally and unconditionally authorised to make market purchases (within the meaning of section 693(4) of the Act) of ordinary shares of 1p each in the capital of the Company (“Ordinary Shares”) provided that:

- (a) the maximum number of Ordinary Shares hereby authorised to be purchased is 138,421,332;
- (b) the minimum price (exclusive of expenses) which may be paid for each Ordinary Share is 1p;
- (c) the maximum price (exclusive of expenses) which may be paid for each Ordinary share is the higher of:
  - i) an amount equal to 105% of the average of the middle market quotations for an Ordinary Share as derived from the London Stock Exchange Daily Official List of the UK Listing Authority for the five business days immediately preceding the day on which the Ordinary Share is contracted to be purchased; and
  - ii) an amount equal to the higher of the price of the last independent trade of an Ordinary Share and the current independent bid for an Ordinary Share as derived from the London Stock Exchange Trading System (SETS);
- (d) the authority hereby conferred shall expire at the conclusion of the next annual general meeting of the Company or 18 months from the date of the passing of this resolution, whichever is earlier; and
- (e) a contract to purchase shares under this authority may be made prior to the expiry of this authority, and concluded in whole or part after the expiry of this authority.

**Resolution 12****Special Resolution**

THAT a general meeting of the Company, other than an annual general meeting, may be called on not less than 14 clear days’ notice, provided this authority expires at the conclusion of the next annual general meeting of the Company after the date of the passing of this resolution.

**Hays plc**

250 Euston Road  
London  
NW1 2AF

Registered in England and Wales

Company No. 2150950

By order of the Board

**Alison Yapp**

Company Secretary

6 October 2010

1. If you wish to attend the AGM, please bring the Attendance Card which is attached to the enclosed Proxy Form. It will authenticate your right to attend, speak and vote at the AGM and will also speed up your admission to the AGM.
2. A shareholder is entitled to appoint one or more proxies to attend, speak and vote instead of him or her at the AGM, provided that, if more than one proxy is appointed, each proxy must be appointed to exercise rights attaching to different shares. A proxy must vote in accordance with the instructions given by the shareholder appointing them. A proxy need not be a shareholder of the Company. If you wish to appoint a proxy or proxies and give proxy voting instructions you may complete and sign the Proxy Form accompanying this Notice in accordance with the instructions thereon, and return it (no postage is required) to the Company’s Registrar, Equiniti, at Aspect House, Spencer Road, Lancing, West Sussex BN99 6RT to arrive at least 48 hours before the appointed time of the AGM (or any adjournment thereof), that is to say, no later than 12.00 noon on 8 November 2010. Alternatively, you may register the appointment of a proxy or proxies, or voting instructions for the AGM electronically by logging on to [sharevote.co.uk](http://sharevote.co.uk). You will need to have available the 25-digit number made up of your Voting ID, Task ID and Shareholder Reference Number printed on your Proxy Form. Full details of the procedure are given on the website. Your electronic proxy appointment and/or voting instructions must be received no later than 48 hours before the appointed time of the AGM (or any adjournment thereof), that is to say, no later than 12.00 noon on 8 November 2010. If you are a CREST member you may also appoint a proxy or proxies through the CREST electronic proxy service in accordance with Note 7 of this Notice.
3. Completion and return of the Proxy Form or any electronic voting instrument or CREST Proxy Instruction (as described at Note 7) will not prevent you from attending and voting at the AGM, instead of your proxy, if you wish to do so. As above, those attending the AGM should bring with them the Attendance Card attached to the Proxy Form.
4. If you wish to appoint more than one proxy, each proxy must be appointed in respect of a specified number of shares within your shareholding. If you wish to do this by completing and returning the Proxy Form, each proxy must be appointed on a separate Proxy Form. Additional Proxy Forms may be obtained by contacting the Registrar on 0871 384 2843 (calls to this number are charged at 8 pence per minute from a BT landline. Charges from other telephone providers may vary) or, if dialling internationally, on +44 (0) 121 415 7047. The Helpline is open Monday to Friday 8.30am to 5.30pm, excluding bank holidays. Alternatively you can photocopy the enclosed Proxy Form the required number of times before completing it. When appointing more than one proxy you must indicate the number of shares in respect of which the proxy is appointed. If you wish to appoint more than one proxy electronically you may do so by following the instructions at [sharevote.co.uk](http://sharevote.co.uk) or, if using the CREST electronic proxy service, by following the procedures described in the CREST Manual.

5. A person who is not a shareholder of the Company, but has been nominated by a shareholder to enjoy information rights in accordance with section 146 of the Act (a "Nominated Person") does not have a right to appoint a proxy. Nominated Persons may have a right under an agreement with the shareholder by whom he/she was nominated to be appointed (or to have someone else appointed) as a proxy for the AGM. Alternatively, if Nominated Persons do not have such a right, or do not wish to exercise it they may have a right under an agreement with the relevant shareholder to give instructions as to the exercise of voting rights.
6. If you have been nominated to receive general shareholder communications directly from the Company, it is important to remember that your main contact in terms of your investment remains the registered shareholder or custodian or broker who administers the investment on your behalf. Therefore, any changes or queries relating to your personal details and holding (including any administration) must continue to be directed to your existing contact at your investment manager or custodian. The Company cannot guarantee dealing with matters that are directed to them in error. The only exception to this is where the Company, in exercising one of its powers under the Act, writes to you directly for a response.
7. CREST members who wish to appoint a proxy or proxies through the CREST electronic proxy appointment service may do so for the AGM to be held on 10 November 2010 and any adjournment(s) thereof by using the procedures described in the CREST Manual. CREST personal members or other CREST sponsored members, and those CREST members who have appointed a voting service provider(s), should refer to their CREST sponsor or voting service provider(s), who will be able to take the appropriate action on their behalf.

In order for a proxy appointment or instruction made using the CREST service to be valid, the appropriate CREST message (a "CREST Proxy Instruction") must be properly authenticated in accordance with Euroclear UK & Ireland Limited's ("EUI") specifications and must contain the information required for such instructions, as described in the CREST Manual. The message, regardless of whether it constitutes the appointment of a proxy or an amendment to the instruction given to a previously appointed proxy must, in order to be valid, be transmitted so as to be received by the issuer's agent (ID RA19) by the latest time(s) for receipt of proxy appointments specified in this Notice. For this purpose, the time of receipt will be taken to be the time (as determined by the timestamp applied to the message by the CREST Applications Host) from which the issuer's agent is able to retrieve the message by enquiry to CREST in the manner prescribed by CREST. After this time any change of instructions to proxies appointed through CREST should be communicated to the appointee through other means.

CREST members and, where applicable, their CREST sponsors or voting service providers should note that EUI does not make available procedures in CREST for any particular messages. Normal system timings and limitations will therefore apply in relation to the input of CREST Proxy Instructions. It is the responsibility of the CREST member concerned to take (or, if the CREST member is a CREST personal member or sponsored member or has appointed

a voting service provider(s), to procure that his CREST sponsor or voting service provider(s) take(s) such action as shall be necessary to ensure that a message is transmitted by means of the CREST system by any particular time. In this connection, CREST members and, where applicable, their CREST sponsor or voting service provider(s) are referred, in particular, to those sections of the CREST Manual concerning practical limitation of the CREST system and timings and to the relevant website at [Euroclear.com/CREST](http://Euroclear.com/CREST).

The Company may treat as invalid a CREST Proxy Instruction in the circumstances set out in Regulation 35(5)(a) of the Uncertificated Securities Regulations 2001.

8. Any corporation which is a shareholder can appoint one or more corporate representatives who may exercise on its behalf all of its powers as a shareholder provided that they do not do so in relation to the same shares.
9. The Company specifies that only those shareholders entered in the register of members of the Company at the close of business at 6.00 p.m. on 8 November 2010, or if this AGM is adjourned, entered in the register of members 48 hours before the time of any adjourned AGM, shall be entitled to attend and vote at the AGM in respect of the number of ordinary shares registered in their name at the time. Changes to the entries in the register of members after 6.00 p.m. on 8 November 2010, or, if this AGM is adjourned, in the register of members 48 hours before the time of any adjourned AGM, shall be disregarded in determining the rights of any person to attend and vote at the AGM.
10. A copy of this Notice, and other information required by section 311A of the Act can be found at [haysplc.com](http://haysplc.com) under the Investor Centre.
11. Shareholders attending the AGM have a right to ask questions. The Company must cause to be answered any question relating to the business being dealt with at the AGM unless (a) to do so would interfere unduly with the preparation for the AGM or would involve the disclosure of confidential information (b) the answer has already been given on a website in the form of an answer to a question, or (c) it is undesirable in the interests of the Company or the good order of the AGM that the question be answered.
12. Under section 527 of the Act shareholders meeting the threshold requirements set out in that section have the right to require the Company to publish on a website a statement setting out any matter relating to: (i) the audit of the Company's accounts (including the Auditor's Report and the conduct of the audit) that are to be laid before the AGM; or (ii) any circumstance connected with the auditor of the Company ceasing to hold office since the previous annual general meeting at which the annual accounts and reports were laid in accordance with section 437 of the Act. The Company may not require the shareholders requesting any such website publication to cover any costs incurred in complying with sections 527 or 528 of the Act and is required to forward any statement placed on a website to the Company's auditor not later than the time when it makes the statement on the website. The business which may be dealt with at the AGM includes any statement that the Company has been required under section 527 of the Act to publish on a website.

13. Copies of the service contracts for the executive directors and letters of appointment for the non-executive directors will be available for inspection at Hays plc, 250 Euston Road, London NW1 2AF during normal business hours on Monday to Friday (public holidays excepted) from the date of this Notice up to and including the date of the AGM, and at the place of the AGM from 11.45am until the close of the AGM.
14. As at 23 September 2010, being the latest practicable date prior to the publication of this Notice:
  - i) there have been no changes to the substantial shareholdings information disclosed by the Company, as detailed on page 53 of the Directors' Report in the Company's Annual Report and Financial Statements 2010; and
  - ii) on 9 September 2010, Alistair Cox was granted 273,932 shares and Paul Venables was granted 195,295 shares under the Deferred Annual Bonus Plan. There have been no other changes to the beneficial or non-beneficial holdings of the directors as detailed on page 65 of the Remuneration Report in the Company's Annual Report and Financial Statements 2010.
15. As at 23 September 2010, being the latest practicable date prior to the publication of this Notice, the issued share capital of the Company was 1,384,213,328 ordinary shares of 1p each (excluding treasury shares) with each share carrying the right to one vote. Therefore the total voting rights in the Company as at 23 September 2010 was 1,384,213,328.
16. Except as provided above, shareholders who wish to communicate with the Company in relation to the AGM, should do so in writing either to the Registrar, Equiniti, at Aspect House, Spencer Road, Lancing, West Sussex BN99 6DA or the Company Secretary at the Company's registered office. Documents or information relating to the appointment of a proxy can also be sent electronically by logging onto [sharevote.co.uk](http://sharevote.co.uk).

You may not use any electronic address provided either in this Notice or any related documents (including the Proxy Form) to communicate with the Company for any purposes other than those expressly stated in this Notice or any such related document.
17. The results of the voting at the general meeting will be announced through a Regulatory Information Service and will appear on our website [haysplc.com](http://haysplc.com) on 10 November 2010.

**Alan Thomson, 64**  
**Independent Non-Executive Director**

Was appointed as a non-executive director on 1 October 2010 and will succeed Bob Lawson as Chairman following the Annual General Meeting to be held on 10 November 2010. Alan graduated with a Masters degree in History and Economics from Glasgow University. He is currently Chairman of Bodycote plc, the international provider of thermal processing services, the Senior Independent Director and Audit Committee Chairman of Johnson Matthey plc, a speciality chemicals company and a world leader in advanced materials technology, and a non-executive director of Alstom SA, the French power generation, rail transportation and electrical transmission equipment manufacturer. Alan is also President of the Institute of Chartered Accountants of Scotland. He was formerly Group Finance Director of Smiths Group plc.

**William Eccleshare, 54**  
**Independent Non-Executive Director**

Appointed non-executive director on 24 November 2004 and a member of the Audit, Nomination and Remuneration Committees. William graduated with a Masters degree in History from Cambridge University. He was previously Chairman and CEO of Young & Rubicam EMEA and Wunderman EMEA, held senior executive roles at McKinsey & Company, where he was also a Partner, and was Chairman and Chief Executive of BBDO Europe, where he was responsible for all BBDO advertising, direct marketing, digital and public relations agencies in 44 countries. He is President and Chief Executive of Clear Channel International, the world's largest outdoor advertising media owner. William played a major role in the development of the new Hays brand identity and continues to bring clarity on the Company's marketing approach, especially across the Group's international markets.

**Paul Stoneham, 48**  
**Independent Non-Executive Director**

Appointed non-executive director on 24 November 2004 and a member of the Audit, Nomination and Remuneration Committees. Paul holds a degree in Sociology from the University of Western Ontario and an MBA from Harvard University. He was previously Managing Director of Boots Healthcare International and a member of the Boots PLC Executive Committee, before moving to Colgate-Palmolive Co, where he was President of Global Business Development and was responsible for leading the Oral Care, Personal Care and Home Care global categories. He is currently Chief Executive Officer of ghd Group Holdings Ltd, a professional hair care company. Paul is a key contributor to the Company's execution of strategy. As the only non-British member of the Board, and having worked and lived in five countries, he also brings an international perspective to the Board's discussions.