



## AUDIT REVIEW COMMITTEE CHARTER

### **Purpose**

The purpose of the Audit Review Committee (the “Committee”) of the Board of Directors (the “Board”) of NACCO Industries, Inc. (the “Company”) is to assist the Board in overseeing:

- the integrity of the Company’s financial statements
- the Company and its subsidiaries’ compliance with legal and regulatory requirements
- the independent auditor’s qualifications and independence
- the performance of the independent auditor and the Company’s internal audit department
- the Company’s internal control over financial reporting
- the Company’s cybersecurity and data privacy risks, controls and procedures
- the Company’s Corporate Compliance Program and prepare the Committee’s report, made pursuant to the rules and requirements promulgated under the Securities Exchange Act of 1934 (the “Exchange Act”), to be included in the Company’s annual proxy statement (the “Audit Review Committee Report”).

### **Composition**

*Number.* The Committee shall consist of no fewer than three members.

*Qualifications.* Each Committee member shall have all of the following qualifications:

Each Committee member shall be independent in accordance with the requirements of the rules of the New York Stock Exchange, Inc. (“NYSE”), as such requirements are interpreted by the Board in its business judgment, and the requirements of Rule 10A-3 of the Exchange Act.

Each Committee member shall be financially literate or shall become financially literate within a reasonable period of time after his or her appointment to the Committee. Additionally, at least one member of the Committee shall have accounting or related financial management expertise sufficient to meet the criteria of a financial expert within the meaning of Item 407(d)(5)(ii) of Regulation S-K. The Board shall determine, in its business judgment, whether a member is financially literate and whether at least one member has the requisite accounting or financial management expertise sufficient to meet the financial expert criteria of Item 407(d)(5)(ii) of Regulation S-K and, if so, identify at least one of such members. A person who satisfies this definition of a financial expert will also be presumed to have accounting or related financial management expertise. The designation or identification of a person as an audit committee financial expert shall not (a) impose on such person any duties, obligations or liability that are greater than the

duties, obligations and liability imposed on such person as a member of the Committee and Board in the absence of such designation or identification, or (b) affect the duties, obligations or liability of any other member of the Committee or Board.

Each Committee member shall receive as compensation from the Company only those forms of compensation that are not prohibited by Section 301 of the Sarbanes-Oxley Act of 2002 (the “Sarbanes-Oxley Act”) and the rules and listing requirements promulgated thereunder by the Securities and Exchange Commission (“SEC”). Permitted compensation includes directors’ fees (which includes all forms of compensation paid to directors of the Company for service as a director or member of a Board Committee).

If a Committee member simultaneously serves on the audit committee of more than three public companies (including the Company), the Board must determine that such simultaneous service would not impair the ability of such member to effectively serve on the Committee. The Company shall disclose any such determination in its annual proxy statement or on its website.

*Appointment.* The Board will appoint the members and the Chair of the Committee, based on recommendations of the Nominating and Corporate Governance Committee. Committee members shall serve at the pleasure of the Board and for such term or terms as the Board may determine.

## **Duties and Responsibilities**

The Committee is responsible for overseeing the Company’s accounting and financial reporting process on behalf of the Board. Management is responsible for the preparation, presentation and integrity of the Company’s financial statements and for the appropriateness of the accounting principles and reporting policies that are used by the Company. The independent auditor is responsible for auditing the Company’s financial statements and for reviewing the Company’s interim financial statements.

The Committee is directly responsible for the appointment, compensation, retention and oversight of the work of the Company’s independent auditor (including resolution of disagreements between management and the independent auditor regarding financial reporting) for the purpose of preparing or issuing an audit report or performing other audit, review or attest services for the Company.

In performing its responsibilities, the Committee shall:

- 1) **Independent Auditor.** The Committee will (a) appoint, compensate, retain and oversee the work performed by the Company’s independent auditor, (b) review and preapprove both audit and non-audit services provided by the Company’s independent auditor, subject to the following. The Committee will exercise this authority in a manner consistent with Sections 201, 202 and 301 of the Sarbanes-Oxley Act and the rules and listing standards promulgated thereunder by the SEC and NYSE. The Committee may delegate the authority to grant any pre-approvals required by such sections to one or more members of the Committee that it designates, subject to the delegated member or members reporting any such pre-approvals to the Committee at its next scheduled meeting. The Committee will

consider whether the auditor's provision of permissible non-audit services is compatible with the auditor's independence.

- 2) **Review and Discuss the Independent Auditor's Quality-Control**. At least annually, the Committee will obtain and review a report by the independent auditor describing (a) the independent auditor's internal quality-control procedures and (b) any material issues raised by the most recent internal quality-control review, or peer review, or by any inquiry or investigation by governmental or professional authorities, within the preceding five years, with respect to independent audits carried out by the independent auditor, and any steps taken to deal with any such issues.
- 3) **Review and Discuss the Independence of the Independent Auditor**. In connection with the retention of the Company's independent auditor, at least annually the Committee will review and discuss the information provided by management and the independent auditor relating to the independence of the independent auditor, including, among other things, information related to the non-audit services provided and expected to be provided by the independent auditor. The Committee is responsible for (a) ensuring that the independent auditor submit at least annually to the Committee a formal written statement delineating all relationships between the independent auditor and the Company consistent with applicable independence standards, (b) actively engaging in a dialogue with the independent auditor with respect to any disclosed relationship or services that may impact the objectivity and independence of the independent auditor and (c) taking appropriate action in response to the independent auditor's report to satisfy itself of the independent auditor's independence. The Committee should further consider whether, to assure continuing auditor independence, there should be regular rotation of the audit firm itself.
- 4) **Evaluation of Independent Auditor**. At least annually, the Committee will evaluate the independent auditor's qualifications, performance and independence. These evaluations should include the experience and qualification of the lead partner of the independent auditor and the audit team in general and confirm that all partner rotation requirements, as promulgated by applicable rules and regulations, are executed. The Committee shall present its conclusions to the full Board.
- 5) **Set Clear Hiring Policies**. The Committee will set clear hiring policies for employees or former employees of the independent auditor, which include the restrictions set forth in Section 206 of the Sarbanes-Oxley Act and any rules promulgated thereunder by the SEC and NYSE.
- 6) **Review and Discuss the Audit Plan**. The Committee will review and discuss with the independent auditor the plans for, and the scope of, the annual audit and other examinations, including the independent auditor's review of internal controls over financial reporting. The Committee will receive and review any disclosure from the Company's CEO and its Principal Financial Officer made in connection with the certification of the Company's quarterly and annual reports filed with the SEC of: (a) significant deficiencies and material weaknesses in the design or operation of internal controls over financial reporting which are reasonably likely to adversely affect the Company's ability to record, process, summarize, and report financial data; and (b) any

fraud, whether or not material, that involves management or other employees who have a significant role in the Company's internal controls.

- 7) **Review and Discuss Conduct of the Audit.** The Committee will review and discuss with the independent auditor the matters required to be discussed by applicable auditing standards and SEC requirements relating to the conduct of the audit, as well as any problems or difficulties encountered during the course of the audit and management's response, including (a) any restriction on the scope of the independent auditor's activities or on access to requested information, (b) any significant disagreements with management, together with management's response and (c) significant issues discussed with the independent auditor's national office. The Committee will decide all unresolved disagreements between management and the independent auditor regarding financial reporting.
- 8) **Review and Discuss Financial Statements and Disclosures.** The Committee will review and discuss with appropriate officers of the Company and the independent auditor the annual and quarterly financial statements of the Company prior to the Company's Form 10-K and 10-Q filings or release of earnings, including (a) the Company's disclosures under "Management's Discussion and Analysis of Financial Condition and Results of Operations," and (b) the disclosures regarding internal control over financial reporting and other matters required by Sections 302 and 404 of the Sarbanes-Oxley Act and any rules promulgated thereunder by the SEC. In consultation with the independent auditor and the internal audit department, the Committee will review the integrity of the Company's internal and external financial reporting processes.
- 9) **Review and Discuss Corporate Responsibility Disclosures.** The Committee will review and discuss with management the processes and controls in place around corporate responsibility disclosures, which shall include environmental, social and governance disclosures. The Committee will review and discuss with management the general nature of such corporate responsibility disclosures in the context of SEC requirements.
- 10) **Discuss Financial Information.** The Committee will discuss in general from time to time the types of information to be disclosed and the types of presentations to be made with respect to the Company's earnings releases and other financial news releases as well as other financial information and earnings guidance, if any, to be disclosed by the Company, paying particular attention to any pro forma or adjusted non-GAAP information. In addition, the Committee will review and discuss earnings news releases prior to distribution. Such discussions may be in general terms (i.e. discussion of the types of information to be disclosed and the types of presentations to be made). The Committee will recommend to the Board that the audited financial statements be included in the Company's Annual Report on Form 10-K.
- 11) **Internal Audit.** The Committee will (a) review and advise on the selection and removal of the Company's Director of Internal Audit, (b) review the activities and organizational structure of the internal audit department, as well as the qualifications of its personnel, (c) annually, review and recommend changes (if any) to the internal audit charter, (d) periodically review, with the internal audit director, any significant difficulties, disagreements with management, or scope restrictions encountered in the course of the

department's work, (e) periodically review, with the independent auditor, the internal audit department's responsibilities, budget, and staffing, (f) review and discuss with the Director of Internal Audit the plans for and the scope of the ongoing audit activities of the internal audit department, (g) review and discuss with the Director of Internal Audit the regular internal audit reports to management (or summaries thereof) prepared by the internal audit department, as well as management's response, and (h) review and discuss with the Director of Internal Audit the appropriateness of the CEO's expenses at least on an annual basis. The Director of Internal Audit will report administratively to the President and Chief Executive Officer and functionally to the Committee.

- 12) **Review and Discuss the Systems of Internal Control Over Financial Reporting.** The Committee will review and discuss with the independent auditor, the Director of Internal Audit and appropriate officers of the Company the adequacy of the Company's internal control over financial reporting, the Company's financial, auditing and accounting organizations and personnel, and the Company's policies and compliance procedures with respect to business practices which shall include (a) the disclosures regarding internal control over financial reporting and matters required by Sections 302 and 404 of the Sarbanes-Oxley Act and any rules promulgated thereunder by the SEC, and (b) a review with the independent auditor of their opinion on the effectiveness of management's assessment of internal controls over financial reporting and the independent auditor's analysis of matters requiring modification to management's certifications to be included in or attached as exhibits to the Company's annual reports on Form 10-K or quarterly report on Form 10-Q as applicable.
- 13) **Review and Discuss the Recommendations of Independent Auditor.** The Committee will review and discuss with the Director of Internal Audit recommendations made by the independent auditor and the Director of Internal Audit, as well as such other matters, if any, as such persons or officers of the Company may bring to the attention of the Committee.
- 14) **Review and Discuss the Audit Results.** The Committee will review and discuss with the independent auditor (a) the report of their annual audit, or proposed report of their annual audit, (b) the accompanying management letter, if any, (c) the reports of their reviews of the Company's interim financial statements conducted in accordance with applicable auditing standards and (d) the reports of the results of such other examinations outside of the course of the independent auditor's normal audit procedures that the independent auditor may from time to time undertake. The foregoing shall include the reports required by Section 204 of the Sarbanes-Oxley Act and any rules promulgated thereunder by the SEC and, as appropriate, a review of (x) major issues regarding (i) accounting principles and financial statement presentations, including any significant changes in the Company's selection or application of accounting principles, and (ii) the adequacy and effectiveness of the Company's internal control over financial reporting and any special audit steps adopted in light of significant deficiencies or material weaknesses, if any; (y) analyses prepared by management and/or the independent auditor setting forth significant financial reporting issues and judgments made in connection with the preparation of the financial statements, including analyses of the effects of alternative GAAP methods on the financial statements; and (z) the effect of regulatory and accounting initiatives, as well as off-balance sheet structures, on the financial statements of the Company.

- 15) **Review and Discuss Certain Matters with Independent Auditor.** The Committee will review and discuss with the independent auditor (a) critical accounting policies and practices, (b) alternative treatments of financial information within GAAP related to material items that have been discussed with management, ramifications of the use of such alternative disclosures and treatments, and the treatment preferred by the independent auditor and (c) other material written communications between the independent auditor and management, including, but not limited to, the management letter and the schedule of unadjusted differences.
- 16) **Obtain Assurances under Section 10A(b) of the Exchange Act.** The Committee will obtain assurance from the independent auditor that in the course of conducting the audit, there have been no acts detected or that have otherwise come to the attention of the independent auditor that require disclosure to the Committee under Section 10A(b) of the Exchange Act.
- 17) **Discuss Risk Management Policies.** The Committee has been delegated the responsibility of financial risk by the Board. Consistent with this responsibility, the Committee will discuss guidelines and policies with respect to financial risk assessment and financial risk management, including the risk of fraud, to assess and manage the Company's financial risk exposures and report as needed to the Board on these issues.
- 18) **Review of Cybersecurity and Data Privacy Risks, Controls and Procedures.** The Committee shall regularly review the Company's cybersecurity and other information technology risks, controls and procedures. The Company shall review with Management the Company's plans to mitigate cybersecurity risks and the Company's ability to respond to and remediate cyber and data privacy incidents. The Committee shall also review with management any specific cybersecurity issues that could affect the adequacy of the Company's internal controls.
- 19) **Obtain Reports Regarding Conformity With Legal Requirements and the Company's Code of Corporate Conduct.** The Committee will periodically obtain reports from management and the Director of Internal Audit that the Company and its subsidiary/foreign affiliated entities are in conformity with applicable legal requirements and the Company's Code of Corporate Conduct. The Committee will charge the independent auditor to report to the Committee regarding any failure by the Company and its subsidiary/foreign affiliated entities to be in conformity with applicable legal requirements and the Company's Code of Corporate Conduct. The Committee should advise the Board with respect to the Company's policies and procedures regarding compliance with applicable laws and regulations and with the Company's Code of Corporate Conduct.
- 20) **Review Possible Dualities of Interest and Conflicts of Interest.** The Committee will consider possible dualities of interest and conflicts of interests of directors and management and make recommendations to the Board to address any such duality of interest or conflicts of interest.

- 21) **Related-Person Transactions.** The Committee will review all relationships and transactions in which the Company and its directors and executive officers or their immediate family members are participants to determine whether such persons have a direct or indirect material interest. The Company's legal department is primarily responsible for the development and implementation of processes and controls to obtain information from the directors and executive officers with respect to related- person transactions in order to enable the Committee to determine, based on the facts and circumstances, whether the Company or a related person has a direct or indirect material interest in the transaction. In the course of its review of a related person transaction (as defined in Item 404 of Regulation S-K but determined without regard to the \$120,000 threshold set forth therein and the NYSE), the Committee will consider:
- a. the nature of the related person's interest in the transaction;
  - b. the material terms of the transaction, including, without limitation, the amount and type of transaction;
  - c. the importance of the transaction to the related person;
  - d. the importance of the transaction to the Company;
  - e. whether the transaction would impair the judgment of a director or executive officer to act in the best interest of the Company; and
  - f. any other matters the Committee deems appropriate.

Based on this review, the Committee will determine whether to approve any related person transaction. The Committee shall prohibit any related person transaction if it determines the related person transaction to be inconsistent with the interests of the Company and its stockholders.

Any member of the Committee who is a related person with respect to a transaction under review may not participate in the deliberations or vote respecting approval of the transaction; however, such director may be counted in determining the presence of a quorum at a meeting of the Committee that considers the transaction.

The Committee will assure that the independent auditor has had access to the Company's legal department and their evaluation of the Company's identification of, accounting for, and disclosure of its relationships with related parties.

- 22) **Establish Procedures for Complaints Regarding Financial Statements or Accounting Policies.** The Committee will establish and oversee procedures for the receipt, retention, and treatment of complaints received by the Company regarding accounting, internal control over financial reporting, or auditing matters, including the confidential, anonymous submissions by employees of the Company and its subsidiaries of concerns regarding questionable accounting or auditing matters as required by Rule 10A-3(b)(3).
- 23) **Discuss With General Counsel Matters Regarding Financial Statements or Compliance Policies.** The Committee shall discuss with the Company's General Counsel

legal compliance and regulatory matters that could have a significant impact on the Company's financial statements.

- 24) **Review and Discuss Other Matters.** The Committee shall review and discuss such other matters that relate to the accounting, auditing, financial reporting and information systems/cybersecurity practices and procedures of the Company as the Committee may, in its own discretion, deem desirable in connection with the review functions described above.
- 25) **Code of Corporate Conduct.** The Committee will oversee (a) the Company's General Counsel's oversight and management of the Company's Code of Corporate Conduct (the "Code"), (b) the investigation of alleged violations of the Code involving directors or executive officers and (c) the enforcement of certain provisions of the Code, in each case provided therein.
- 26) **Make Board Reports.** The Committee shall report its activities regularly to the Board in such manner and at such times as the Committee and the Board deem appropriate, but in no event less than once a year. Such report should include a review of any issues that arise with respect to the quality or integrity of the Company's financial statements, the Company's compliance with legal or regulatory requirements, the performance and independence of the Company's independent auditor and the performance of the internal audit department.
- 27) **Adapt to Changing Conditions and Circumstances.** The Committee, in carrying out its responsibilities, policies and procedures shall continually review its activities to ensure that it adapts to changing conditions and circumstances.
- 28) **Other Delegated Duties or Responsibilities.** The Committee will perform any other duties or responsibilities delegated to the Committee by the Board from time to time.

## **Meetings**

The Committee shall meet in person, telephonically or by any other interactive means at least four times annually, or more frequently as it may determine necessary, to comply with its responsibilities as set forth herein. The Chair of the Committee shall, in consultation with the other members of the Committee, the Company's independent auditor and the appropriate officers of the Company, be responsible for calling meetings of the Committee, establishing agenda therefor and supervising the conduct thereof. The majority of the members of the Committee will constitute a quorum at any meeting, and the act of a majority of the members present at a meeting at which a quorum is present will be the act of the Committee, unless a greater number is required by law, the Company's Certificate of Incorporation or its By-Laws. The Committee may also take any action permitted hereunder by unanimous written consent.

The Committee may request any officer or employee of the Company or the Company's outside legal counsel or independent auditor to attend a meeting of the Committee or to meet with any members of, or consultants to, the Committee. The Committee shall meet with the Company's management, the internal auditors and the independent auditor periodically in separate private sessions to discuss any matter that the Committee, management, the independent auditor or such



other persons believe should be discussed privately. The Committee will meet periodically in executive session without members of management present.

### **Delegation**

Consistent with applicable laws, rules and regulations, the Committee may, in its discretion, delegate all or a portion of its duties and responsibilities to one or more subcommittees of the Committee.

### **Resources and Authority**

The Committee shall have the resources and authority appropriate to discharge its responsibilities as required by law, including the authority to engage independent counsel and other advisors as the Committee deems necessary to carry out its duties.

The Company will provide appropriate funding, as determined by the Committee, for payment of (a) compensation to the Company's independent auditor, (b) compensation to any advisors engaged by the Committee, and (c) ordinary administrative expenses of the Committee that are necessary or appropriate in carrying out its duties.

### **Audit Review Committee Report**

The Committee will prepare, with the assistance of management, the independent auditor and outside legal counsel, the Audit Review Committee Report, which contains required disclosures, to be included in the Company's annual proxy.

### **Annual Performance Evaluation**

The Committee will conduct and review with the Board annually an evaluation of the Committee's performance with respect to the requirements of this Charter. This evaluation should also set forth the goals and objectives of the Committee for the upcoming year. The Committee may conduct this performance evaluation in such manner as the Committee, in its business judgment, deems appropriate.

### **Annual Review of Charter**

The Committee will conduct and review with the Board annually an evaluation of this Charter and recommend any changes to the Board. The Committee may conduct this Charter evaluation in such manner as the Committee, in its business judgment, deems appropriate.

### **Disclosure of Charter**

Consistent with New York Stock Exchange listing requirements, this Charter is included on the Company's website and is available free of charge upon request in writing sent to the Secretary of the Company. The Company's annual report to stockholders states that this Charter is available on the Company's website and is available free of charge upon request in writing sent to the Secretary of the Company.