

MAJORITY VOTING POLICY
BOARD OF DIRECTORS
(THE “POLICY”)

As amended and restated July 9, 2021

Nominees for election to the Board of Directors (the “**Board**”) of VIQ Solutions Inc. (“**VIQ**”) will be asked annually to subscribe in writing to this Policy before their names are put forward by the Board.

Forms of proxy for the vote at shareholders’ meetings where directors are to be elected will enable shareholders to vote “for”, or to “withhold” from voting, separately for each nominee. At the shareholders’ meeting, the chairman of the meeting will call for a vote by ballot on the election of directors. The scrutineers will record with respect to each nominee the number of votes cast “for” or “withheld” from a nominee, such numbers to be adjusted if required in accordance with the share provisions, by laws, policies and procedures of VIQ.

This policy applies only to uncontested elections. An “uncontested election” means any election of directors where the election does not involve the circulation of proxy material required by applicable securities legislation in support of one or more nominees who are not part of the slate supported by the Board.

In an uncontested election, any nominee for director who receives a greater number of votes “withheld” from his or her election than votes “for” his or her election (a “majority withhold vote”) shall tender his or her resignation for consideration by the Board to the Chairman of the Board promptly following certification of the shareholder vote. If the Chairman of the Board received a majority withhold vote, then he or she shall tender his or her resignation to the Chairman of the Nominating and Corporate Governance Committee of VIQ.

The Board shall accept the resignation absent exceptional circumstances. In determining whether to accept or reject the tendered resignation, the Board will consider all factors it deems relevant including, without limitation:

- (a) the reasons, if known, why shareholders “withheld” or were requested to “withhold” votes from the director. In particular, the Board will consider if shareholders “withheld” or were requested to “withhold” votes from the director for reasons other than the qualifications or individual actions of the director;
- (b) the director’s length of service and qualifications;
- (c) the director’s share ownership;
- (d) the director’s contributions to VIQ;
- (e) the current mix of skills and attributes of the directors on the Board;

- (f) the impact with respect to covenants in agreements or plans; and
- (g) legal requirements, policies or guidelines (regulatory, securities or corporate laws, or stock exchange rules) for director numbers and qualifications.

The Board will consider whether to accept or reject the tendered resignation not later than 90 days following the date of the shareholders' meeting at which the election occurred. The resignation shall be effective once accepted by the Board. If the Board decides to accept the director's resignation, the Board will determine whether to fill the resulting vacancy or to continue with the reduced size of the Board.

Once a decision has been made by the Board, VIQ shall promptly issue a news release with the Board's decision, a copy of which must be provided to all exchanges where the common shares of VIQ are listed for trading. If the Board determines not to accept a resignation, the news release must fully state the reasons for that decision.

Any director who tenders his or her resignation pursuant to this Policy will not participate in any meeting of the Board or any sub-committee of the Board at which the tendered resignation is considered. If there are not at least three directors who did not receive a majority withheld vote, then all directors (including those who received a majority withhold vote) shall participate in any decision to accept the resignations. Except as set forth in this paragraph, a director who tenders his or her resignation pursuant to this Policy will continue to participate in all meetings of the Board and any applicable committees of the Board on which such director serves until such time, if applicable, as the Board decides to accept the director's tendered resignation.

In the event that any director who received a majority withhold vote does not tender his or her resignation in accordance with this Policy, he or she shall not be re-nominated by the Board and shall not be entitled to any benefits (financial or otherwise) of a director or past director of VIQ.

Subject to applicable law, the Board may (i) leave the resultant vacancy unfilled until the next annual general meeting of the shareholders; (ii) fill the vacancy through the appointment of a new director whom the Board considers to merit the confidence of the shareholders; (iii) call a special meeting of shareholders at which there will be presented a management slate to fill the vacant position or positions; or (iv) reduce the size of the Board.

The Board may adopt such procedures as it sees fit to assist in its determinations under this Policy.

This Policy will be summarized or included in each management proxy circular relating to an election of directors of VIQ.