

Director's Induction Program – Basic Content

The Board and Directors responsibilities: The framework within which the board operated

1. Ownership and structure - vision, mission, values etc)
2. Services and mandates as per AoA and SAP
3. Role of Chair, Executive, Non-executive and CS as per CG code
4. Board and committees structure and the roles of committees
5. Board remuneration policy and category details
6. Board meetings schedule, Documentation and Board Room Behavior
7. Directors and Conflicts of Interest Register
8. Code of Conduct
9. AGM and Annual Report and Disclosure/Transparency requirements
10. Ownership functions and the relationship
11. Role of PCB and reporting requirements
12. Board evaluation procedures

The nature of the company, its business and its markets

1. Corporate history, with a summary of significant events
2. Organizational and/or business overview
3. Business and Revenue models
4. Product and Services Details
5. KPIs
6. Market analysis, market shares, trading backdrop, recent operational and financial performance, current challenges
7. The company's risk profile and tolerance, risk management and internal control procedures and relevant disaster recovery plans
8. Financial issues: accounts and/or interim management statements, audit, management accounts, budgets, funding sources, dividend policy etc
9. Significant contracts
10. Departmental structure and hierarchy
11. HR function, processes and recruitment and related policies in summary
12. Status of company pension plans, including any deficits and insurance policies
13. Relevant company and/or group policies- CG strategy and Summary of other policies, SOPs and guidelines

Linking and Relationship Building

1. Meetings with both operational and functional senior management
2. Tour of site/ office / visit to operational sites

Useful documents/information

1. Company SAP document share only
2. Terminology , jargon and glossary of company specific terms
3. Latest 3 years Annual report copy soft / hard to each board member

