

FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS

Objective	The Company shall follow a structured orientation and training programme for the independent directors to understand and get updated on the business and operations of the Company on a continuous basis.
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Orientation Module for new directors upon induction	Business overview and an outline of corporate plan and annual targets	2 hours	Director
	Overview of sales and marketing: Business Development Team	1 hour	
	Introduction to ongoing projects and visit to top 3/ sample/ crucial projects: Project In-charge	1 day	
	Operations overview	2 hours	
	Financial performance and budget and control processes	2 hours	
	Orientation on statutory compliances as a board member	1 hour	

In addition to the above, which will be administered upon induction of independent directors, following will be covered during quarterly board meets:

On-going inputs on business and operational performance	Comprehensive rolling corporate plan – presentation and discussions with Managing Director and leadership team	[2 days in April each year]
	Annual management plan and budget – a formal review and discussion at the board with Chairman, Managing Director and leadership team	[First quarter of each financial year]
	Functional excellence presentation by a conceived team in quarterly board meets	[Each quarter on a roster]
	Off-site meetings with leadership team across the Company at 1 or 2 levels below top management	[Once or twice a year]
	Monthly information pack on economy business trends and performance	[Monthly]
Feedback on Board effectiveness	Independent survey by an external agency on effectiveness of board processes and follow up	[Once a year]