



Board Induction Policy



Sanlam Kenya Plc

Life Insurance

General Insurance

Investments

Governance Addressed:	Area Board Governance
Approving Authority:	Sanlam Kenya Plc Board of Directors
Responsible Functionary:	Group Company Secretary
Date of First Approval:	February 2016
Frequency of Review or Update:	Annually
Date of Last Review:	18 th February 2020
Date of this Review:	25 th March 2021
Date of Next Review:	February 2022
Related Policies	1. Board Charter

1. Definitions

“Sanlam Kenya Plc” / “the Company” / “SKP”

Sanlam Life Insurance Limited (registration number: C. 10/46)

“Board”

Refers to the Board of Directors of Sanlam Kenya Plc

2. PURPOSE

The effective operation of any organisation relies on its Board; similarly the effective operation of the Board relies on all its members having a full command of the necessary information and relevant expertise.

All Board members shall receive induction on joining the board and shall update their skills and knowledge at regular intervals. This policy seeks to ensure that new members of the Board are provided with all the information and orientation necessary to enable them to contribute appropriately to the decisions and operations of the Board from the time of their appointment.

3. SCOPE

This Policy applies to the Board of Directors of Sanlam Kenya Plc and its subsidiaries.

4. POLICY

New Board members shall be provided with all the information and orientation necessary to enable them to contribute appropriately to the operations of the Board.

5. PROCEDURE

5.1 Initial Contact

As soon as possible after the Board has confirmed the appointment of a new member the Chairperson, or at the request of the Chairperson, the Group CEO shall make contact with the new member to confirm their appointment. The Chair will write a letter of congratulations and welcome.

5.2. Board Induction Pack

The Chairperson, or at the request of the Chairperson, the Group CEO or the Company Secretary shall forward to the new member a copy of Sanlam's Board Induction Pack. The Induction Pack will serve as an initial introduction to the Group as well as an ongoing reference.

It shall include:

- 5.2.1. Relevant organisational documents such as the mission statement, constitution/rules, strategic plan, the Board Charter, policies, current year-to-date budget, and the most recent annual report;
- 5.2.2. Basic biographical and contact information about Board members, and senior staff;
- 5.2.3. Meeting schedule and calendar of upcoming events;
- 5.2.4. Introduction to the group's operational and committee structure; etc.

5.3. Introductions

The Chairperson, or at the request of the Chairperson, the Group CEO shall introduce the new member to other members of the Board (and senior staff) within two (2) weeks after their appointment.

The Chairperson, or at the request of the Chairperson, the Group CEO shall nominate a member of the Board to act as mentor to the new member.

5.4. Briefing

The Chairperson, or at the request of the Chairperson, the Group CEO shall engage in a face-to-face induction session with the new member that will:

- 5.4.1. Draw the new member's attention to the roles and responsibilities of the Board in general, and the roles and responsibilities they will be expected to undertake as an individual; and
- 5.4.2. Discuss any concerns they may have.

The assigned mentor shall take the new member through the minutes of recent meetings and brief them on the issues the Board is dealing with at the moment, or will be looking at in the future.

5.5. Tour of Premises

The Chairperson, or at the request of the Chairperson, the Group CEO shall invite the new Board member to take a tour of the SKP's facilities and introduce them to staff of the SKP.

The Chairperson, or at the request of the Chairperson, the Group CEO shall show the new member where the Board meets, where the various facilities are, and where any other office equipment are (and the rules for its use).

5.6. Formal Induction Program

- 5.6.1. The Board shall establish a formal induction program and ensure that every in-coming member is inducted.
- 5.6.2. The Chairperson shall ensure that new Board members receive a full, formal and tailored induction on joining the Board.
- 5.6.3. Newly appointed Board members shall be provided with necessary orientation in the area of the company's business. This enables them become familiar with the company's operations, senior management and the business environment and enhance their effectiveness in the Board.
- 5.6.4. New Board members shall also be introduced to their fiduciary duties and responsibilities.

6. RESPONSIBILITIES

It shall be the responsibility of the Chairperson, or at the request of the Chairperson, the Group CEO, shall ensure that the materials specified in this policy are prepared to ensure that the procedures specified in this policy are implemented appropriately.

7. RELATED LEGISLATION AND DOCUMENTS

1. Board Charter.
2. All Policies.
3. All other documents as may be required to be shared with the incoming member of the Board.

8. APPROVAL AND REVIEW DETAILS

The Board shall review this policy at least once in every two (2) years.

