

PROCEDURE

INDUCTION OF NEW DIRECTORS

RESPONSIBILITY: GENERAL COUNSEL

1 INTRODUCTION

This document sets out a procedure which can be used for the induction of new directors. Similar steps (with such prudential adaptations as are appropriate having regard to confidentiality constraints and the role of the executive) should apply to key executives.

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| Step 1: | Assessment of skill and expertise of new Director |
| | <p>Make a preliminary assessment of the knowledge, skill and experience of the person to ensure that the induction can be tailored appropriately to the circumstances of the person.</p> <p>Ensure full CV, contact particulars and photo ID of the person is within Company records.</p> |
| Step 2: | Induction Pack |
| | <p>Provide the person with an induction pack including:</p> <p>Corporate</p> <ul style="list-style-type: none"> • company constitution; • corporate and management reporting organisational structure diagrams; and • key company policies eg. occupational health and safety, competition law/trade practices, environment etc. <p>Board</p> <ul style="list-style-type: none"> • Corporate Governance Charter including: |

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| | <ul style="list-style-type: none"> ○ Board and Board Committee charters; ○ all relevant Board policies, codes, and protocols; ● annual reports for the last three years; ● management accounts and management reports over last 3 months; ● current business plan, budget and strategic plan; ● copies of Board minutes and relevant Board Committee minutes over last 6 months (or thereabouts); ● copy of the last Board meeting package; ● copies of internal audit reports and the auditors' management letters addressing issues relating to internal controls and signing off the year end accounts, over last 12 months; ● copy of Company's risk management policy; and ● photo and brief bio of each of Board member and key executives. <p>Business</p> <ul style="list-style-type: none"> ● information about the industry and an analysis of the markets in which the Company operates; ● details of main customers, suppliers and competitors; ● details of major shareholders, bankers and analyst/broker relationships; ● details about the regulatory regime in which Company operates; and ● details of main businesses, assets and liabilities. |
| Step 3: | Management Presentations |
| | Senior management will give presentations to the person and include opportunities for questions to be asked. |
| Step 4: | Site Visit |
| | The person may undertake tours of the Company's main sites and facilities. |
| Step 5: | Ongoing access to information |
| | <p>The person is to be made aware of whom he or she can contact for further information and what information is available.</p> <p>Ensure person has addressed all HR and security requirements and is on the e-mail address list for any Board related information, Company announcements and media releases.</p> |

| Step 6: | Further training |
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| | <p data-bbox="469 315 1299 383">Identify need for and arrange any specific further training which may be required.</p> <p data-bbox="469 416 1326 517">Follow up with person after 1 month and after (say) 6 months as to any other information/training or educational requirements desired.</p> |