



شركة مزايا للتطوير العقاري ش.م.ع.ق.
Mazaya Real Estate Development Q.P.S.C.

Board Induction & Training Policy
V1.0

Table of Contents

1. Purpose	4
2. Induction and Training Policies	4
3. Responsibility	4
4. Induction and Training Procedures	5

1. Purpose

The Induction and Training Policy of Mazaya Real Estate Development Q.P.S.C. (hereafter referred to as Mazaya) is to ensure that the Board conducts trainings and inductions for new Directors on the Board of Mazaya and that all Directors are provided with suitable initial and on-going training to understand the strategic direction and business of the organization and their role as a Director and Board member.

2. Induction and Training Policies

All Directors are expected to contribute to the governance of the organization to the best of their ability. To facilitate this, induction will be provided so that new Board members are adequately informed to enable them to participate effectively in the governance of the organization. Board Secretary will support Directors by giving them access to governance related training that will enable them to better perform their role as Board members.

In addition, all the new Directors should be provided with an Induction Program within three months of their appointment so that, all new Board members are adequately informed and would enable them to participate effectively in Mazaya's overall governance process.

Role descriptions are provided to ensure that Directors of Mazaya and office bearers are well informed about their duties.

3. Responsibility

The Chairman's responsibilities

1. To ensure that all Directors and the Board as a whole are adequately inducted, trained and supported to perform their role and function including that of Office Bearers.
2. To ensure the annual budget includes an allocation for Board training; that an annual survey of Board training needs is conducted; and that all Directors are offered training on at least an annual basis, in addition to initial induction.
3. To approve the BOD annual training plan.
4. To ensure that the Chief Executive Officer (CEO) and / or Managing Director (MD) supports the induction process for new Board members.

Board Members responsibilities

1. Identify and inform the CEO of any particular Board training needs.
2. Respond to surveys of Board training needs and participate in the Board training provided.

4. Induction and Training Procedures

Induction procedures:

All new Board members will receive an up-to-date induction package from the Board Secretary that includes governance information. They will also receive and be requested to complete an annual survey of Board training needs which covers several aspects of needs. Other types of training may also be offered in response to needs identified in the annual survey of Board training needs or upon specific request by a Director.

The package will include:

1. Letter of welcome
2. Board Duties and Responsibilities of Directors
3. Code of Conduct
4. Board Meeting schedule for the current year
5. Current year Calendar of Events
6. Board of Director's contact list
7. Mazaya's Organizational Chart
8. Mazaya's Constitution - current date
9. Current Strategic Plan
10. Annual General Assembly (AGM) minutes of the previous Year
11. Copy of the recent board minutes.
12. Copy of Directors Remuneration Policy
13. Copy of Governance Policies

It is the responsibility of the Director members to complete and return to Board Secretary as soon as practicable the forms of their contact details, their qualifications and experience, and their standing declaration of interests.

Training procedures:

A training plan should be approved by the BOD Chairman on an annual basis based on the needs of the BOD members, and the imposed regulations, such as QFMA requirements.

Training sessions should be conducted periodically and can be joint with the BOD meetings.

Minutes of meeting should be documented and signed by the BOD Chairman and BOD Secretary.