



BOARD OF DIRECTORS INDUCTION POLICY

REAL PEOPLE KENYA LIMITED

S. No	Version	Revision Date	Author	Areas Revised	Scope	Document Owner
1.	1.0.0		Simon Owawa	Initial Draft	RPKL	Legal and Compliance Department

Board of Directors Induction Policy

1. Purpose

- 1.1. The purpose of this policy is to establish guidelines and procedures for the induction process of new members to the Board of Directors of Real People Kenya Limited (**RPKL**) (the "**Board**").
- 1.2. This policy is designed to ensure that new Directors are equipped with the necessary knowledge, understanding, and resources to assume their roles and responsibilities effectively.
- 1.3. The Board will establish an Induction Committee comprising of two members including an experienced/longest serving Board member and any other Board member.

2. Objectives

- 2.1. The objectives of the Board of Directors Induction Policy are to:
 - 2.1.1. Orient and familiarize new Directors with the organization's vision and core values.
 - 2.1.2. Provide an overview of RPKL's structure, goals, and strategic plans.
 - 2.1.3. Educate Directors on their roles, responsibilities, and legal obligations.
 - 2.1.4. Introduce new Directors to existing Board members, staff, and key stakeholders.
 - 2.1.5. Provide comprehensive information about RPKL's governance practices, policies, and procedures.
 - 2.1.6. Facilitate networking and relationship-building opportunities between new Directors and relevant stakeholders.

3. Responsibilities

3.1. The Board shall:

- 3.1.1. Ensure the implementation and effectiveness of the induction process.
- 3.1.2. Appoint members of the Induction Committee to oversee the induction process.
- 3.1.3. Allocate necessary resources to carry out the induction activities.

3.2. The Induction Committee shall:

- 3.2.1. Develop and implement the Board induction program.
- 3.2.2. Collaborate with relevant RPKL staff to gather necessary materials and resources.
- 3.2.3. Conduct regular evaluations to assess the effectiveness of the induction process.

3.3. The Chief Executive Officer shall:

- 3.3.1. Assist the Induction Committee in providing necessary information and documentation.
- 3.3.2. Welcome new Directors and facilitates their introduction to Board members, staff, and stakeholders.

- 3.3.3. Provide ongoing support and guidance to new Directors throughout the induction process.

4. Induction Process

4.1. **Pre-Induction:**

- 4.1.1. The Induction Committee shall coordinate with the Chief Executive Officer to compile all relevant materials, including strategic plans, bylaws, policies, and financial reports.
- 4.1.2. A comprehensive induction package shall be prepared and provided to new Directors before their first Board meeting.
- 4.1.3. The new Directors shall receive a welcome email or letter outlining the induction process and schedule.

4.2. **Orientation Session:**

- 4.2.1. New Directors shall participate in a formal orientation session conducted by the Induction Committee.
- 4.2.2. The session will cover an overview of RPKL's history, vision, core values, corporate governance structure and current initiatives.
- 4.2.3. Expectations, roles, responsibilities, and legal obligations of Directors will be communicated during this session.
- 4.2.4. An in-depth knowledge of RPKL's operations will also be communicated. This will involve presentations and discussions with key heads of departments on various business areas, such as credit operations, marketing, finance, legal and compliance, and human resources.
- 4.2.5. To complement the classroom learning, the orientation session will also include:
 - 4.2.5.1. **Branch Visits:** New Directors will have the opportunity to visit a selection of RPKL's branches. This will allow them to observe day-to-day operations, meet with branch personnel, and gain a firsthand understanding of how RPKL interacts with customers or delivers its services.
 - 4.2.5.2. **Client Meetings:** Where appropriate, new Directors may have the opportunity to meet with key clients or customer representatives. This will provide them with valuable insights into client needs, expectations, and the overall market landscape.

4.3. **Mentorship Program:**

- 4.3.1. New Directors shall be assigned a mentor from among experienced Board members.
- 4.3.2. The mentor will provide guidance, support, and insight into RPKL's operations, challenges, and decision-making.

4.4. **Meetings and Engagements:**

- 4.4.1. New Directors shall attend regular Board meetings, sub-committee meetings, and other relevant engagements to gain practical exposure and insight into RPKL's activities.

- 4.4.2. New Directors shall actively participate in discussions and decision-making processes under the guidance of their mentors.

4.5. **Review and Evaluation:**

- 4.5.1. The Induction Committee shall conduct a review at the end of the induction period to evaluate its effectiveness and make necessary improvements.
- 4.5.2. Feedback from the new Directors regarding their induction experience will actively be sought and considered.

4.6. **Continuous Training**

- 4.6.1. Following the initial induction, the Board will conduct a periodic self-assessment, supplemented by feedback from management and external advisors, to identify areas where additional training or resources would be beneficial for individual directors and the Board as a whole.
- 4.6.2. The Remuneration and Nominations Committee in consultation with the Board Chair, will curate a comprehensive program of training opportunities, including workshops, seminars, conferences, and online resources, that address the evolving knowledge and skill needs of the Board. These topics may encompass, but not limited to:
 - 4.6.2.1. Corporate governance best practices and emerging trends.
 - 4.6.2.2. Legal and regulatory updates impacting RPKL's industry.
 - 4.6.2.3. Financial literacy, including in-depth analysis of financial statements and risk management strategies.
 - 4.6.2.4. Effective board dynamics, fostering collaboration and communication among directors.
 - 4.6.2.5. Strategic planning and oversight, aligned with RPKL's long-term vision.
- 4.6.3. The effectiveness of the continuous training program will be monitored and evaluated periodically. This may involve feedback from directors, assessment of knowledge gained, and alignment with the Board's overall development goals.

5. **Confidentiality and Code of Conduct**

New Directors will be expected to adhere to RPKL's confidentiality policies and code of conduct during and after the induction process.

6. **Board of Directors Handbook**

New Directors will receive a comprehensive Board of Directors handbook that includes company background, directors' roles and responsibilities, board governance and procedures, committee charters and responsibilities, relevant policies and procedures, governance best practices among other things for their reference and ongoing development.

7. Amendments

This policy may be amended by a majority vote of the Board of Directors. Any amendments will be communicated to all Directors promptly.

8. Review

This policy will be reviewed after every **two years** by the Board of Directors to ensure its relevance and effectiveness.

End


Signed By: Titus M. Karanja

Chair of the Board of Directors



Signed By: Yvonne M. Godo

Chair of the Remuneration and Nominations Committee



7 May 2024