

Induction program

1 Purpose

The purpose of this induction program is to assist new directors of Birimian Limited ABN 11 113 931 105 (**Company**) to participate fully and actively in board decision-making at the earliest opportunity, and to assist the Company's senior executives to participate fully and actively in management decision-making at the earliest opportunity.

2 Program for new directors

Goal	Induction event
Understand the Company's organisational structure and governance.	Provide new director with the Company's constitution and governance documentation. Meet with the Chairman to discuss the Company's organisational structure, and the responsibilities of any Board committees with reference to the relevant charters.
Understand the rights, duties and responsibilities of the directors and the roles and responsibilities of senior executives.	Meet with the Chairman to discuss the responsibilities of the Board and senior executives as set out in the various Company charters and how these responsibilities are divided. Also to ensure an understanding of the director's disclosure obligations and the legal duties of directors of Australian public companies.
Understand Board meeting arrangements and expectations.	Meet with the Chairman, with reference to the Company's Constitution and Board Charter.
Understand the Company's strategic, operational and risk management position.	Meet with the Chairman and the Managing Director or Chief Executive Officer (CEO) to discuss the strategies of the Company and how senior management implements that strategy. Meet with the CEO to discuss the risk management and internal control systems in place to manage the Company's material business risks.
Understand the Company's financial and financial risk position.	Meet with the Chief Financial Officer (or equivalent) to discuss the most recent financial reports of the Company and the risk management systems in place in relation to financial reporting risks.
Identify any professional development requirements	Through discussion with the Chairman and Company Secretary.

3 Program for senior executives

Goal	Induction event
Understand the Company's organisational structure and governance.	Provide new senior executive with the Company's constitution and relevant governance documentation. Meet with the CEO to discuss the Company's organisational structure.
Understand the roles and responsibilities of the Board and senior executives.	Meet with the CEO to discuss the responsibilities of the Board and senior executives as set out in the various Company charters and how these responsibilities are divided.
Understand the Company's strategic, operational and risk management position.	Meet with the CEO to discuss the strategies of the Company and how senior management implements that strategy, and to discuss the risk management and internal control systems in place to manage the Company's material business risks.
Understand the Company's financial and financial risk position.	Meet with the Chief Financial Officer (or equivalent) to discuss the most recent financial reports of the Company and the risk management systems in place in relation to financial reporting risks.
Identify any professional development requirements	Through discussion with the CEO and Company Secretary.

Date adopted	19/06/2017
Last amendment	
Last review	