

UNIPLY DECOR LIMITED

FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS

Objective	The Company shall follow a structured orientation and training programme for the Independent Directors to understand and get updated on the business and operations of the Company on a Continuous basis.
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Orientation module for new directors upon induction	Business overview and an outline of Corporate Plan and Annual targets	½ day	MD/WTD
	Overview of Sales & Marketing	½ day	FUNCTIONAL HEADS
	Introduction to Product profile and visit to Technical Centre	½ day	
	Operations overview and visit to Plant (s)	½ day and more as required	
	Financial Performance and budget & control processes	½ day	
	Orientation on Statutory compliances as a Board Member	½ day	

In addition to above, which will be administered upon induction of independent directors, following will be covered during quarterly board meets:

On-going inputs on business and operational performance	Comprehensive Rolling Corporate Plan – Presentation and discussions with MD/WTD/CEO & leadership team	1 day in February each year
	Annual Management Plan & Budget – a formal review and discussion at the Board with MD/WTD/CEO & leadership team	First Quarter of each financial year
	Functional Excellence presentation by a conceived team in quarterly Board Meets	Each quarter on a roster
	Off-site meetings with leadership team across the company at 1 or 2 levels below top management	Once or twice a year
	Monthly information pack on economy and business trends and performance	Monthly
Feedback on Board Effectiveness	Independent survey by an external agency on effectiveness of board processes and follow up	Once a year