



## **Mannai Corporation QPSC**

### **Procedures for Orienting New Board Members**

The Company believes that every new Board Member should be made to feel welcome to be part of the Company from the very first day itself.

Orientation program will provide new Board Members with information that is needed in order to be acquainted with their work and the Company; by maintaining open channels of Communication through which the Board Members can obtain information, get answers to their questions and discuss problems openly with Senior Executives concerned.

In accordance with article 9 of the Governance Code for Companies & Legal Entities Listed on the Main Market (Code) the Company has set out the following procedure for orienting the new Board Members of the Company's business in particular the financial and legal aspects.

1. All new Board Members shall be introduced to the Board Members by the Chairman and or Vice Chairman giving a brief background of each of their background and areas of expertise.
2. The Group CEO and Director History of organization will brief the new Board Members about the Vision and mission of the Company, the Ethics, values, and philosophy, the Board and committee structure and the Departmental structure and hierarchy.
3. The New Members thereafter will be briefed by the Corporate Governance Committee especially regarding the rules and regulation of the Code and important aspects which needs to adhered by the Board Members such as Insider Trading, Related Party transactions etc.
4. The New Members will then be briefed by the Chief Financial Officer of the Company on the financial aspects concerning the business in particular and also on the legal aspects which needs to be adhered. The Chief Financial Officer may seek the assistance of the Legal Department of the Company in case any matters need further clarification.
5. The Board shall arrange for a site visit to their main subsidiaries and outlets to acquaint the Board Members of the business of the Company.
6. The Board shall impart training to the new Board Members as and when felt essential to help the new Board Members to actively participate in the Board Meetings of the Company.

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Hamad Bin Abdulla Bin Khalifa Al Thani  
Chairman