

Corporate Governance Policy Statement Outline

1. Introduction

Brief overview of corporate governance and its importance to the organization.

- Purpose of the policy
- Scope of application

2. Governance Structure

- Board of Directors: Role and Responsibilities
- Board Committees (e.g., Audit, Remuneration, Nomination)
- Executive Management

3. Board Composition and Appointment

- Criteria for Board Membership
- Appointment and Removal Procedures
- Independence and Diversity

4. Duties and Responsibilities

- Directors' Duties and Code of Conduct
- Roles of Chairperson and CEO
- Delegation of Authority

5. Board Meetings

- Meeting Frequency and Attendance
- Quorum and Voting Procedures
- Minutes and Record Keeping

6. Risk Management and Internal Controls

- Risk Management Policy
- Internal Control Framework
- Audit Functions

7. Disclosure and Transparency

- Financial and Non-Financial Reporting
- Communication with Stakeholders

8. Compliance and Ethics

- Legal and Regulatory Compliance
- Ethical Standards and Anti-Corruption
- Whistleblower Protection

9. Monitoring and Review

- Performance Evaluation
- Policy Review and Updates

10. Approval

- Policy Approval Process
- Effective Date