

TSC STAFF RETIREMENT BENEFITS SCHEME



TRUSTEE INDUCTION POLICY

2024

VISION

An exceptional pension scheme offering comfort in retirement

MISSION

To ensure prudent utilization of Scheme Funds and provide timely benefits to members and their beneficiaries

CORE VALUES

- **Integrity**
 - **Equity and fairness**
 - **Respect for members**
 - **Accountability**
 - **Innovativeness**
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1.0 Introduction

The Teachers Service Commission Staff Retirement Benefits Scheme recognizes the importance of a comprehensive induction process for new Trustees. This Trustee Induction Policy ensures that all new Trustees are fully equipped with the knowledge and understanding necessary to fulfill their roles effectively and contribute to the governance of the Scheme.

2.0 Objectives

- To provide new Trustees with a thorough understanding of the Scheme's objectives, operations, and governance structure.
- To ensure that new Trustees are familiar with their legal and fiduciary responsibilities.
- To introduce new Trustees to key policies, procedures, and regulatory requirements.
- To integrate new Trustees into the Board and foster effective collaboration.

3.0 Scope

This policy applies to all newly appointed Trustees of the Scheme. It covers the entire induction process from the time of appointment to the completion of the induction program.

4.0 Induction Process

4.1 Initial Orientation

- Welcome Meeting: New Trustees will attend a welcome meeting with the Board Chair and key members of the Scheme's management team. This meeting will provide an overview of the Scheme's mission, vision, and strategic objectives.
- Introduction to the Board: New Trustees will be formally introduced to the other members of the Board and provided

with an overview of the Board's structure, committees, and key functions.

4.2 Documentation and Resources

- **Trustee Handbook:** New Trustees will receive a comprehensive Trustee Handbook containing the Scheme's Trust Deed and Rules, Scheme policies, and governance documents.
- **Legal and Regulatory Briefing:** Trustees will be provided with an overview of the legal and regulatory framework governing the Scheme, including their fiduciary duties and responsibilities under the Retirement Benefits Act 1997 and other relevant legislation.

4.3 Training and Development

- **Governance Training:** New Trustees will undergo training on corporate governance principles, including the roles and responsibilities of Trustees, risk management and ethical decision-making.
- **Conflict of Interest:** Training on identifying and managing conflicts of interest will be provided as part of the induction program.
- **Financial Literacy:** Trustees will receive training on financial management, investment principles, and the interpretation of financial statements, ensuring they can effectively oversee the Scheme's financial health.
- **Other training:** Trustees will identify other training needs that may be required to enable them perform their duties.

4.4 Site Visits and Meetings

- Facility Tours: New Trustees will have the opportunity to visit the Scheme's facilities and meet with key service providers, including the Administrator, Fund Managers, Custodians, and Auditors, to gain a practical understanding of the Scheme's operations.
- Committee Participation: New Trustees will be encouraged to attend committee meetings as observers to familiarize themselves with the work of the various Board committees.

4.5 Ongoing Support

- Mentorship Program: New Trustees may be paired with a more experienced Trustee who will act as a mentor, providing guidance and support during the initial months of their tenure.
- Continuous Learning: Trustees will have access to ongoing training opportunities and resources to keep them informed of developments in the pension sector and governance practices.

5.0 Monitoring and Evaluation

5.1 Feedback Mechanism

Induction Feedback: New Trustees will be asked to provide feedback on the induction process, allowing the Board to make improvements and ensure the program meets the needs of future Trustees.

5.2 Progress Review

Six-Month Review: The Board Chair will conduct a six-month review with new Trustees to assess their integration into the Board and address any ongoing training or support needs.

6.0 Compliance and Continuous Improvement

- **Fiduciary Duties:** The induction program will ensure that Trustees are fully informed of their fiduciary duties under the Retirement Benefits Act and other relevant regulations.
- **Policy Updates:** The induction program will be regularly updated to reflect changes in legal requirements and best practices in governance.

7.0 Review and Revision of Policy

This policy will be reviewed every three years or as required by changes in legal, regulatory, or business requirements. Any revisions must be approved by the Board of Trustees.

8.0 Adoption and Sign Off

This policy is adopted by the Teachers Service Commission Staff Retirement Benefits Scheme and is effective from the date of approval by the Board of Trustees.

Signed by the Trustees of **Teachers Service Commission Staff**

Retirement Benefits Scheme on this 20TH day of SEPTEMBER 2024

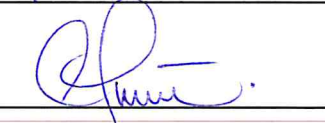
COMMISSIONER MBAGE NJUGUNA NG'ANG'A



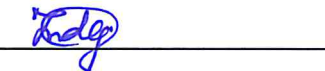
MR. FRANKLIN KIPRONO CHOGE



MR. GEORGE MUNENE GICHONJO



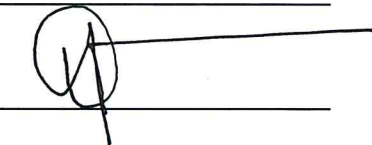
MS. JENNIFER WAITHIRA NDEGE



MS. ERICA KIPSOISOI RUTTO



MR. GEORGE ONYANGO ODAWO



MR. SAMUEL MWENDA KITHINJI



MR. JOSHUA KITHUNU KAMANA



In the presence of the Trust Secretary

MRS. SALOME KARAMBURI MWITI

