POLICY FOR TRAINING OF DIRECTORS

25/03/2026

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J&K Bank
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Document Control

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1. Introduction

The Board of Directors have a pivotal role in taking the decisions to fulfill the key objectives of any organization and guide in conducting the affairs in the best interest of the organization. In view of this, the continuous training of Board Members is imperative for effective corporate governance.

This policy aims at offering orientation and familiarization programs for newly appointed Directors and further strengthening the competence, skill sets and proficiencies of the existing Board Members and providing a platform to share the knowledge, skills and experiences gained by the Directors.

2. Framework, Coverage, Frequency and Duration

This policy shall cover training of Board of Directors of the Bank.

The Bank will consider training for the Directors as per following:

1. Newly Appointed Directors
2. Existing Directors

2.1 Induction Training for Newly Appointed Directors

The Bank will arrange familiarization programme at Corporate Office or at a location as per the convenience of newly appointed Directors within 3 months of their appointment. Induction training will be imparted in form of structured presentation on different topics important to the role and responsibilities at their position. The Board Secretariat will organize this induction programme with in-house faculty/executives from the concerned verticals. Module will be based upon the topics listed below or as per the latest regulatory requirements from time to time.

2.1.1 Topics for the Induction Training Programme will include the following:

- Overall view of the Bank;
- Details of the Organization Structure;
- Business Plan for the Financial Year;
- Products and Services offered by the Bank;
- Trend of Financial parameters and performance matrix of the Bank for the last quinquennial;
- Overview of the seven critical themes prescribed by the P J Nayak Committee viz. business strategy, financial reports and their integrity, risk, compliance, customer protection, financial inclusion and human resources;
- Corporate Governance;
- Code of Conduct.

Besides the above topics, the Bank may also arrange need based specialized training programs for the Directors with a view to acquaint/familiarize them with latest happenings in the banking industry.

2.2 Training Programs for Existing Board Members:

The endeavour will be to provide trainings as per the convenience of Board Members every year through nomination in external programmes organized by various external agencies including IDRBT, IICA, CAFRAL, NAHRD, ICAI and NIBM.

2.2.1 Director's Conclave:

Director's Workshop/conclave in the areas of business strategy, risk, financial report and their integrity, customer protection, financial inclusion, human resources, corporate governance, leadership etc. will be designed and conducted by an external agency of repute.

2.2.2 Nomination to specialized programmes:

The Board Secretariat in coordination with HRD Vertical will identify and nominate Directors to specialized training and awareness programmes conducted by reputed agencies/institutes.

3. Feedback

The Board of Directors attending the training programs are expected to submit a feedback on the usefulness of training or mention any suggestions for the further betterment of the training programs in the ensuing meeting.

4. Budget

All expenditure incurred on training programs for Board Members related to the fees, transport (air / rail / road), boarding and lodging, hospitality, venue etc. shall be borne by the Bank. The Annual Budget for training programs of Directors shall be approved by the Board of Directors at the beginning of each financial year.

5. Procedure for Approval

The MD & CEO shall be the approving authority for nominations and related expenses incurred on the programs, within the Board approved budget.

6. Review of Training Programs by the Board:

A half yearly review of training/ familiarization programs shall be placed before the Board of Directors to ascertain the effectiveness of training/ familiarization programs, through a comprehensive report.

7. Disclosure of the Policy:

The policy document shall be for internal circulation and made available on the Bank's intranet and will not be placed on Bank's Website.

8. Maintenance of Training Records:

The records relating to trainings imparted to Directors shall be maintained and preserved for atleast five years for audit and compliance purpose.

9. Ownership & Review of the Policy:

The ownership of this policy shall be with Board Secretariat. The periodicity of review of policy shall be biennial. In the event of any amendment to the statutes/ rules/regulatory guidelines applicable to the policy, same shall be deemed to be part of the policy from the effective date of the amendment. Such changes shall be incorporated in the policy immediately with the approval of MD&CEO and brought to the notice of Board and /or its relevant Committee (s), in the form of an information item, in the meeting that immediately follows. The responsibility for updating the policy shall be that of the Board Secretariat.

Where a change in policy is necessitated by exigencies like developments in industry practice, market needs etc., same shall be placed before the Board and/or its relevant Committee(s) for review and approval, before they become a part of the policy.

10. Annexures Nil

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