



Director Education Policy

Purpose and Scope

Directors of Burdekin Productivity Services Limited are required to represent the company to the best of their ability in a sensible, legal manner during the term for which they have been appointed. Corporate governance plays a key role in the operation of the company and directors are encouraged to attend educational courses to inform themselves of these and other matters relevant to the business.

Permission

Permission to attend any educational course shall be approved at board meeting level prior to any arrangements being made.

Registration & travel arrangements

BPS shall contribute a maximum of \$1000 per financial year toward the cost of any director attending a relevant educational course. This includes registration, travel, accommodation & meals. The manager's credit card shall be used to pre pay registration, travel arrangements and accommodation where possible. Any other expenses incurred whilst away from home shall be reimbursed upon production of tax receipt/s provided such expenses are in compliance with the company's travel policy. BPS shall reimburse up to the limits as stated in the company's travel policy. Any excess shall be borne by the purchaser.

Reporting & Results

Upon return from an educational course that has been approved at board level, the director/s attending such course shall report their activities at the next board meeting including results of any tests or examination/s.

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