

Profmed Governance Processes & Policies

No.	Process/Policy	Review Period	Last reviewed	Responsible Party
<u>DOCUMENTS, POLICIES AND CHARTERS</u>				
1.	Review Profmed Asset Register	Annually	MAR 20	ARC
2.	Review the Scheme's Investment Mandate/Strategy	Annually	MAR 20	InvestCom
			APR 20	BOT
3.	Review industry training schedule for both trustees and independent committee members [including Continuous Professional Development (CPD) training]	Annually	FEB 20	BOT
4.	Review Scheme's Schedule of Contracts	Annually	MAY 20	BOT
5.	Review implementation of Scheme's strategy	Thrice Annually	FEB 20	BOT
6.	Review Declarations of Conflict of Interests of the trustees & Principal Officer	Annually	JUNE 20	BOT
7.	Maintain register of Conflict of Interests declared at meetings	Ongoing	At every Committee/ Board meeting	BOT/ALL COMMITTEES
8.	Assessment of Risk Management Plan	Thrice Annually	MAR 20	ARC
			APR 20	BOT
9.	Review Trustee Policies: a) Trustee Training Policy; b) Travel and Subsistence Policy; c) Gift Policy	Annually	NOV 19	BOT
10.	Review Scheme Policies: a) Language Policy b) IT Governance Policy c) Risk Policy	Annually	NOV 19	BOT
11.	Review Audit and Risk Committee Charter	Annually	JULY 20	ARC
			AUG 20	BOT
12.	Review Profmed Charter (including Medical Committee and Investment Committee Terms of Reference), <i>incorporating</i> Code of Conduct and Conflict of Interest Policies	Annually	OCT 19	BOT

No.	Process/Policy	Review Period	Last reviewed	Responsible Party
DOCUMENTS, POLICIES AND CHARTERS (cont.)				
13.	Review Remuneration Committee Charter	Annually	MAR 20	REMCO
			APR 20	BOT
14.	Review Profmed Internal Audit Charter	Annually	NOV 19	ARC
15.	Board and Board Committee Terms of Reference to be included in respective agenda packs for every meeting, for reference and/or updating	Ongoing	At every Committee/ Board meeting	BOT/ALL COMMITTEES
16.	Review Compliance with King IV Principles	Annually	JULY 20	ARC
			NOV 19	BOT
17.	Review the assurance of IT Governance compliance	Annually	NOV 19	BOT
18.	Review Profmed regulatory compliance: Regulatory Universe	Annually	MAR 20	ARC
			APR 20	BOT
19.	Review compliance with Broad-Based Black Economic Empowerment (BB BEE) Act	Annually	OCT 19	BOT
20.	Review staff compliance with Scheme's Code of Conduct	Annually	JUNE 20	PO/CE
21.	Ratify Gift Register	Annually	FEB 20	BOT
EVALUATIONS				
22.	Self-evaluation of Board of Trustees	Annually	APR 20	BOT
23.	Self-evaluation of Board Committees:	Annually		
	• Audit and Risk Committee		APR 20	ARC
	• Investment Committee		APR 20	InvestCom
	• Medical Committee		APR 20	MedCom
	• Remuneration Committee		NOV 19	RemCo
24.	Evaluation of Remuneration Committee by the PO and COB	Annually	MAR 20	PO/COB
25.	Evaluation of Chairman of the Board by the Board	Annually	APR 20	BOT

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EXTERNAL AUDIT				
26.	Review and assess the effectiveness of the annual audit by the external auditors	Annually	MAR 20	ARC
27.	Recommend to the Board the appointment of external auditors	Annually	MAR 20	ARC
28.	Appointment of external auditors by the Board	Annually	APR 20	BOT
EXTERNAL SERVICES				
29.	Review the relevance of the effectiveness of the following services provided by: <ul style="list-style-type: none"> External Auditors 	Annually	NOV 19	BOT
	<ul style="list-style-type: none"> Actuaries 		NOV 19	BOT
	<ul style="list-style-type: none"> Investment Advisors 		NOV 19	BOT
30.	Embark on a Request for Proposal (RFP) process for the procurement of the following, to ensure that the Scheme received the required level of service: <ul style="list-style-type: none"> External audit services 	3-yearly	FEB 20	BOT
	<ul style="list-style-type: none"> Actuarial services 	3-yearly	AUG 20	BOT
	<ul style="list-style-type: none"> Investment Advisor(s) 	6-yearly	JAN 19	BOT
31.	Obtain assurance of compliance from contracted outsourced partners with the following: <ul style="list-style-type: none"> Accreditation with Council for Medical Schemes (CMS) Broad-Based Black Economic Empowerment (BB BEE) Act of 2003; Consumer Protection Act of 2008; Protection of Personal Information Act of 2013; Information Technology (IT) Governance, Cybercrime security and sufficient cybercrime insurance cover; Adequate cover for Professional Indemnity; Adequate measures for the detection and prevention of fraud; Effective risk management process; European General Data Protection Regulation (GDPR); Confirmation of a Disaster Recovery Plan (DRP) and Business Continuity Plan (BCP) and that a simulated DRP and BCP are undertaken annually to ensure their effectiveness Confirmation of an effective Succession Plan for key individuals; and FAIS compliance, if relevant. 	Biennially	JUNE 20	PO/CE

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<u>FRAUD DETECTION AND PREVENTION</u>				
32.	Review Profmed Fraud Protection and Prevention Policy and PPSHA Fraud Policy	Annually	JULY 20	ARC
33.	Report to Audit and Risk Committee any external fraud identified against the Scheme	Annually	JULY 20	PO
34.	Report from Profmed Fraud Committee regarding any internal fraud committed within the Scheme	Annually	JULY 20	PO
<u>REMUNERATION</u>				
35.	Review remuneration of chairman, trustees and independent committee members	Annually	MAR 20	REMCO
			APR 20	BOT
36.	Approval of chairman, trustees and independent committee members remuneration	Annually	JUNE 20	AGM
37.	Review Remuneration Policy	Annually	MAR 20	REMCO
			APR 20	BOT
38.	Approval of Remuneration Policy by a non-binding vote	Annually	JUNE 20	AGM
<u>SCHEME RULES</u>				
39.	Review Governance Rules (incl. Annexure C to the Rules)	Annually	OCT 19	BOT
40.	Review Contribution Table and Schedule of Benefits (i.e. Annexures A & B to the Rules)	Annually	AUG 20	BOT
<u>SUCCESSION PLANNING</u>				
41.	Board succession planning	Annually	OCT 19	BOT
42.	Issue letters of appointment to newly appointed/elected or re-appointed/re-elected trustees and/or independent committee members	Annually	JUNE 20	PO/CE
43.	New trustees and/or independent committee members to be issued with relevant documents and information to equip them to understand Profmed and the industry	Annually	JUNE 20	PO/CE

ARC – Audit and Risk Committee
 BOT – Board of Trustees
 AGM – Annual General Meeting

COB – Chairman of the Board
 PO/CE – Principal Officer / Chief Executive
 SM – Scheme Manager
 SS – Scheme Secretariat