

HR and Remuneration Committee Terms of Reference (Charter)

Headed and Supervised by	Bank
Dr. Khaled Kawan	ABC

Chaired by	Position	Bank
Adel Al Abbasi	Head of HR & Administration	ABC

Purpose

The purpose of establishing Human Resources and Remuneration Committee is to assist the Board of Directors of BAB in addressing issues related to Human Resources development, training of employees in the banking and financial institutions as well as approaching and communicating with relevant bodies and government institutions.

Members of the Committee

The Committee shall be composed of the following members:

1. Adel Al Abbasi **(Chairperson)**
2. Muna Al Balooshi **(Deputy Chairperson)**

The Committee may invite individuals or experts to attend its meetings or present reports and studies to the Committee. Such invitees shall not have the right to vote on the resolutions of the Committee.

Any member who does not attend three consecutive meetings of the Committee without cause shall automatically cease to be a member of the Committee and shall be replaced by the Board of Directors.

Responsibilities

1. To assist banks and financial institutions in the development of policies, procedures or manual related to human resources and employees.
2. To assist the Board of Directors, the CBB and other related regulatory and governmental bodies in the issuance of rules and instructions related to employment of staff in the banking industry.
3. To propose, conduct or co-ordinate training courses, workshops and symposiums to employees in the banking sector with or without co-operation of other institutions.
4. To liaise with CBB and other regulatory bodies on matters related to employees remuneration in the banking industry.

Governance and Reporting

The Committee shall work under the direct supervision of the Board of Directors and with co-operation with the Chief Executive Officer.

Any study, report or recommendation approved by the Committee shall be submitted to the Chief Executive Officer in order to be presented to the Board of Directors or the CBB or any other regulatory authority.

Meetings

The Committee shall meet at least four times a year (every three months). The Chairman of the committee, if he deems fit, may call for additional meetings.

Secretary

The Committee may appoint a secretary from its members or from outside who shall be responsible for preparing and distributing the minutes which shall be presented for the Board for perusal.