



STATEWIDE GROUP TRAINING (SA) INC

**CEO SUCCESSION POLICY**

**PURPOSE:**

This policy statement outlines the commitment of Statewide Group Training (SA) Inc (SGT) to ensure that the organisation continues to operate within legislative obligations.

**SCOPE:**

This policy applies to:

- Board Members
- Senior Management

**POLICY:**

In the event of unplanned absences from duties by the Chief Executive Officer (CEO) the following will occur.

*Short Term Absence*

The Management Group are to assume immediate control of the Company. The Management team continues as Acting CEO until the Board can meet to discuss ongoing arrangements.

*Medium Term*

An existing Manager will, with the Board/Chairman approval, manage the operations of the company.

*Long Term Absence*

The Board will advertise the position to be filled under for a short-term appointment/contract.

*Departure*

The Board will advertise and recruit a new CEO.

- Regardless of which of the above absences occur the Board Chairman is to be notified within 24 hours of the following.
- Reason for the absence of the CEO (as known)
- Anticipated length of absence
- State of Company on the day
- Risk Assessment
- Ongoing Management arrangement including consequential higher duties arrangements

An Extra-Ordinary Board Meeting will be called to discuss the situation and process.

- Determine Action
- Chairman to oversight the recruitment process which will have an anticipated 56-day maximum period.

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APPROVED: KYM ANDERSON

DESIGNATION: CHIEF EXECUTIVE OFFICER

APPROVAL  
SIGNATURE:

DATE: 8<sup>TH</sup> MAY 2024