



**TIM S.A.**

**BOD Members  
Onboarding Program**



## **BOD MEMBERS ONBOARDING PROGRAM**

### **OBJECTIVES**

The Board of Directors Members Onboarding Program has the following objectives:

- Provide informations to contribute to the Board of Directors better perform their duties.
- Introduce company key people to the new member.
- Share knowledge about our Industry, our company Strategy and our Business

### **STEPS**

The program includes the following steps:

- (I) Provide internal documents as: Company's Bylaws, Conduct and Ethics Code, Internal Regulations, Annual Report, Sustainability Report, Meetings calendar and others.
- (II) Company Institutional presentation, presenting Vision, Mission, Values and Strategy overview.
- (III) Individual meeting (one-to-one) with company Heads/Directors, to know more about the different Departments.
- (IV) Visit our main assets: Stores, ISOC (network monitoring), Call Centers.
- (V) Specific training session to know more about industry trends and to get an overview of main TIM future challenges.
- (VI) Additional training, speeches and/or instructions, necessary to keep BOD Members updated on company activities and operations could be developed.

### **GENERAL RULES**

The onboarding program has to be delivered until 90 days from the date the new member starts his (her) activity.

All meetings will be planned according to the counselor's agenda.

### **ROLES & RESPONSIBILITIES**

All members of the Board of Directors and the Company's Top Management are responsible to ensure the implementation of the program.



Legal Department is responsible to the E2E management of the program, including the agenda and logistics (Meetings rooms, invitations, coffee break, flight & hotel reservation – if necessary).

Human Resources and Organization Department is responsible to directly support the steps V and VI.

All other company areas can be involved, if necessary.

## **FINAL STATEMENTS**

Any situation not described in this document, will be defined by Legal and Human Resources and Organization Departments.

Program references:

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