

## **FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS**

### **OBJECTIVE OF THE PROGRAMMES:**

To provide insights into the Company to enable the Independent Directors to understand the Company's business in-depth that would facilitate their active participation in managing the Company.

### **FAMILIARIZATION PROGRAMMES**

The Company has familiarization programmes for its Independent Directors. The programme includes the following:

1. Corporate History & Promoter Group, Nature of business and company's strategic and operating plans, the duties and responsibilities of the Independent Directors, the Code of Conduct to be followed and other matters of vital importance are being updated on a continuous basis by way of a presentation.
2. Quarterly Regulatory Updates: All the key changes in the regulatory environment are updated to the directors and a note/presentation is circulated to the Board members as a part of the regular agenda. It covers all the important aspects of the Companies Act, SEBI Regulations, etc.
3. Industry/Business Updates: The business environment and prospects for the business in which the company is in, is presented to the Independent Directors which covers those affecting the business globally, nationally and with reference to the state in which the company operates.

Presentations are regularly made to the Board of Directors/ Audit Committee, Stakeholders Relationship Committee, Nomination and Remuneration Committee, Risk Management Committee, Corporate Social Responsibility Committee.

A detailed Appointment Letter incorporating the role, duties and responsibilities, remuneration and performance evaluation process, insurance cover, is issued for the acceptance of the Independent Directors.

Also, Independent Directors are provided with the copies of latest Annual Report, Code of Conduct, Code of Internal Procedures and conduct for regulating, monitoring and reporting of trading by insiders, Related Party Transaction Policy, Whistle blower policy, Policy on disclosure of material events / information and Policy on Prevention, Risk Management Policy, Prohibition and Redressal of Sexual Harassment and Non-discrimination at Work Place.