

FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS

{Reg. 25(7) and 46 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015}

PREAMBLE

The Company should conduct the Familiarization Program for Independent Directors about their roles, rights, responsibilities in the company, nature of the industry in which the company operates, business model of the company, etc., through various initiatives.

PURPOSE, OBJECTIVE AND INITIATIVES UNDERTAKEN TO FAMILIARIZE THE INDEPENDENT DIRECTORS

- The Familiarization Programme is structured to assist the Independent Directors to understand the Company and its business so as enable him in effective discharge of his duties.
- The Program aims to provide insights into the Company to enable the Independent Directors to understand its business in depth and contribute significantly to the Company.
- The Company shall through its MD/EDs/KMPs conduct programs/presentations periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company;
- Such programs / presentations will provide an opportunity to the Independent Directors to interact with the Senior Management of the Company and help them to understand the Company' s strategy, business model, operations, service and product offerings, markets, organization structure, finance, human resources, technology, quality, facilities and risk management and such other areas as may arise from time to time;
- The programs/presentations shall also familiarize the Independent Directors with their roles, rights and responsibilities;
- The Company may circulate news and articles related to the industry on a regular basis and may provide specific regulatory updates from time to time;
- The Company may conduct an introductory familiarization program/presentation, when a new Independent Director comes on the Board of the Company. New Independent Directors shall meet with the Chairperson, Key Managerial Personnel and Senior Management to discuss the functioning of the Board and the nature of the operation of the Company' s business activities.
- In addition, new Director shall be provided with copies of the following documentation:
 - ♣ Board and Board Committee Details
 - ♣ Code of Conduct
 - ♣ Last published Annual Report
 - ♣ Schedule of upcoming Board and Committee meetings
 - ♣ Whistle blower Policy
- Quarterly presentations on operations made to the Board include information on business performance, operations, market share, financial parameters, working capital management, fund flows, senior management change, major litigation, compliances, subsidiary information, donations, regulatory scenario etc.
- Quarterly results / press release of the Company are sent to the Directors.

REVIEW OF POLICY

The Policy shall be periodically reviewed and brought in conformity with statutory and regulatory requirements, if any.
