

Familiarisation Programmes for Independent Directors
(Pursuant to Clause 49 of Equity Listing Agreement)

PURPOSE & OBJECTIVES:

The Company has formulated Familiarisation Programme for Independent Directors with an aim to make the Independent Directors aware about their roles, responsibilities and liabilities as per Companies Act, 2013 and other applicable laws and to get better understanding about the Company, nature of industry it operates and environment in which it functions, business model, long term/short term/strategic plans etc. The Directors are also informed about the important policies of the Company including the Code of Conduct for Board Members and Senior Management Personnel and the Code of Conduct to regulate, monitor and report trading by Insiders etc.

INDUCTION PROCESS:

On selection and appointment of the candidate as "Independent Director", an Induction manual containing, inter-alia, the following documents are sent alongwith a welcome note.

- *Corporate Presentation*
- *Annual Reports for last three years*
- *Organization Chart of the Company and profile of all the Directors and the Key Managerial Personnel of the Company*
- *Constitution & Charter of each committees constituted by the Board*
- *Code for Independent Directors (Schedule IV of the Companies Act, 2013)*
- *Board Diversity Policy & Board Evaluation Policy*
- *URL of website for reference purpose*

OTHER INITIATIVES:

A strategic meet is conducted by the Company once in a year for all the Board members which includes various presentations by functional heads to have a better insights about the Company, operations and functioning of various divisions, financial parameters, roadmap ahead and other related matters.

The Company keeps on familiarising the Directors on quarterly basis at the Board meetings by making presentations on operations of the Company, market share, financial parameters, working capital management, changes in senior management, major litigations, compliances, management structure, HR policy, risk management framework, operations of subsidiaries and associates, etc.

Various functional heads, business executives and other special invitees like auditors etc. are invited to the Board & Committee meetings for one to one discussion with the Members and address the specific queries/ issues for better understanding of the business and operations of the Company.

The Board of Directors is given complete access to the information within the Company.

Reports on the Company including Analyst Reports, Press Release of the Company are sent to the Directors through email, from time to time.

The Board members are updated about all the statutory amendments from time to time.

DISCLOSURE OF THE POLICY:

This Policy shall be uploaded on the Company's website for public information and a web link for the same shall also be provided in the Annual Report of the Company.
