

## **FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS**

### **1. PURPOSE AND OBJECTIVE OF THE PROGRAMME:**

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.

### **2. FAMILIARIZATION AND CONTINUING EDUCATION PROCESS:**

i) The Company through its Managing Director / Executive Director / Key Managerial Personnel conducts programmes / presentations periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company.

ii) Such programmes / presentations 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.

iii) The programmes/ presentations also familiarizes the Independent Directors with their roles, rights and responsibilities.

iv) When a new Independent Director comes on the Board of the Company, a meeting is arranged with the Chairperson, Managing Director, Chief Financial Officer to discuss the functioning of the Board and the nature of the operation of the Company's business activities.

v) New Independent Directors are provided with copy of latest Annual Report, the Company's Code of Conduct, the Code of Conduct for Prevention of Insider Trading and Schedule of upcoming Board and Committee meetings.

vi) A detailed Appointment Letter incorporating the role, duties and responsibilities, remuneration and performance evaluation process, insurance cover, Code of Conduct and obligations on disclosures, is issued for the acceptance of the Independent Directors.

### **3. OTHER INITIATIVES TO UPDATE THE DIRECTORS ON A CONTINUING BASIS:**

i) At various Board meetings during the year, presentations are made to the Board on safety, health and environment and sustainability issue, risk management, company policies, changes in the regulatory environment applicable to the corporate sector and to the industry in which it operates, and other relevant issue.

ii) Quarterly presentations, on operations, made to the Board include information on business performance, operations, market share, Financial Litigations, Compliance Status, Compliance Certificate by CFO, Investments, Loans taken or given to other entities.

iii) Quarterly results / press release of the Company are sent to the Directors.

### **4. REVIEW OF THE PROGRAMME:**

The Board will review this program and make such revisions as may be required or deemed necessary from time to time

### **5. 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.

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