

## **TERMS AND CONDITIONS OF APPOINTMENT OF INDEPENDENT DIRECTORS**

### **APPOINTMENT AND TENURE**

The appointment of Independent Director for initial term is generally for a period of 5 (five) consecutive years unless vacated and/or terminated earlier, as per provisions of the applicable laws. This tenure is subject to meeting the criteria for being an Independent Director and not being disqualified to be a Director under applicable laws on a continuous basis. Independent Director is not liable to retire by rotation.

The appointment and continuation of office of Independent Director is subject to the applicable provisions of the Companies Act, 2013 (the Act) and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (the Listing Regulations).

### **TIME COMMITMENT**

Independent Director is expected to bring objectivity and independence of view to the Board's deliberations and to help the Board with effective overview of the Company's strategy, performance, social commitments and risk management and ensure high standards of financial integrity and governance. Independent Director are required to perform the duties expected including (without limitation) attending Board/ Committee meetings of which a member and shareholders meetings and to devote such time, as appropriate, for you to discharge your responsibilities and duties effectively.

### **ROLE AND DUTIES**

Role and duties of Independent Director will be as set out under the Act and the Listing Regulations including but not limited to the fiduciary duties associated with the office of an independent director. Independent Director (and without prejudice to the roles, functions and duties specified in Schedule IV of the Act and Regulation 25 of the SEBI (LODR) Regulations, 2015), shall:

- a. act in accordance with the AOA;
- b. act in good faith in order to promote the objectives of the Company for the benefits of its members as a whole and in the best interest of the Company;
- c. discharge responsibilities and duties with due and reasonable care, skill and diligence by exercising independent judgment;
- d. strive to attend every meeting of the Board and its Committee(s) of which a member and general meetings;
- e. strive to attend any other meetings, where attendance is solicited;
- f. provide strategic direction, decision-making processes, ensuring that the Company operates in the best interest of all stakeholders, and also act as a constructive critic in evaluating the proposal and plans on strategic direction;

- g. evaluate and scrutinize the performance of the management in meeting agreed goals and objectives;
- h. satisfy on the integrity of financial information and that financial controls and systems of risk management are robust and compliant with applicable laws;
- i. keep well informed about the Company and the external environment in which it operates; and
- j. ensure that the vigil mechanism policy of the Company is implemented and report concerns about any unethical behavior, actual or suspected fraud or violation of the Code of Conduct.
- k. Safeguard the interests of minority shareholders and other stakeholders through effective corporate governance.

## **ADHERENCE TO THE CODE OF CONDUCT**

During the tenure, Independent Directors of the Company are required to comply and abide with the provisions of the Companies Act, 2013 and the SEBI Listing Regulations including the following:

- a) Code for Independent Directors outlined in Schedule IV of the Act and duties of Directors as provided in the Act, including Section 166 of the Act and Listing Regulations;
- b) Code of Conduct for Board and Senior Management framed under the SEBI Listing Regulations; and
- c) Policy for Prevention of Insider Trading framed by the Company under the SEBI (Prohibition of Insider Trading) Regulations, 2015 (“Insider Trading Code”).

## **PROFESSIONAL CONDUCT AND CONFLICT OF INTEREST**

Independent Director shall not:

- a. participate in or vote at any meetings of the Board/Committees wherein interested;
- b. Achieve or attempt to achieve any undue gain or advantage either for self or for relatives, partners, or associates.
- c. allow any extraneous considerations to vitiate exercise of objective independent judgment in the paramount interest of the Company as a whole, while concurring with or dissenting from the collective judgment of the Board in its decision making;
- d. abuse position to the detriment of the Company or its shareholders;
- e. unfairly obstruct the functioning of the Board or Committee meeting(s);

- f. put in a position which results in a direct or indirect conflict of interest or possible conflict of interest with the Company; and
- g. Assign office of an Independent Director and any assignments so made shall be void.

## **CONFIDENTIALITY**

- i) All information including commercial secrets, technologies, advertising and sales promotion plans related to the Company that is acquired or provided during the tenure is confidential to the Company and should not be released/disclosed either during the tenure or following termination (by whatever means) to third parties without prior authorization by the Board, unless such release/disclosure is required by law or by the rules of any stock exchange or regulatory body/authority. Accordingly, Independent Director are expected to maintain all agenda, notes, data, records and other documents in any way relating to the Company or the Company's business interest, as highly confidential and maintain them as inaccessible to others;
- ii) Independent Director to adhere to the requirements under the applicable regulations and the Insider Trading Code in relation to the disclosure of unpublished price sensitive information and dealing in the securities of the Company. Consequently, Independent Director should avoid making any statements or performing any transaction that might risk a breach of these requirements without prior clearance from the Board; and
- iii) At all times and notwithstanding ceasing to be an Independent Director of the Company, Independent Director are expected not to use such information for personal or professional benefit or disclose such confidential information to third parties who may use the same for their personal or professional benefit, or otherwise engage in any activity that would constitute insider trading.

## **DISCLOSURES OF INTEREST**

- (i) It is accepted and acknowledged that Independent Director may have business interests other than those of the Company. As a condition of appointment, Independent Director are required to submit various disclosures/declarations under applicable laws and as per Company's policies including declarations with respect to any directorships, appointments and interests to the Board in writing. Independent Director will not serve in more than seven listed companies including the Company and if to be appointed as a whole-time director in any listed company, you will not serve as an Independent Director in more than three listed companies including the Company. Further, in no event Independent Director shall hold directorship in companies beyond the limits specified in Section 165 of the Act;
- (ii) During the term of appointment, Independent Director to promptly notify the Company of any change in directorships and provide such disclosure and information as may be required under the applicable laws; and
- (iii) Independent Director shall refrain from any action that would lead to loss of independence. In the event that the circumstances of Independent Director seem

likely to change which might give rise to conflict of interest or such change in circumstances could lead the Board to revise its judgment regarding independence, such changes or possible changes in circumstances should be disclosed to the Board promptly.

## **TRAINING AND DEVELOPMENT**

The Company, shall, if required, conduct training programs, from time to time, as deemed fit for its Independent Directors which may include any or all of the following:

- i. Board roles and responsibilities, whilst seeking to build working relationship among the Board members,
- ii. Company's vision, strategic direction, core values, ethics and corporate governance practices,
- iii. Familiarization with financial matters, management team and business operations,
- iv. Meetings with stakeholders, visits to business locations and meetings with senior and middle management.

The Company, as may be required, may support Directors to continually update their skills and knowledge and improve their familiarity with the company and its business. The Company will fund/arrange for training on all matters which are common to the whole Board.

## **EVALUATION**

The Company shall carry out an evaluation of the performance of the Board as a whole and of the Committees and directors of the Board on an annual basis as per the Company's policy. The performance evaluation of independent directors shall be done by the entire Board, excluding the director being evaluated. The appointment/ re-appointment on the Board shall be subject to the outcome of the annual evaluation process.

## **INDEPENDENT DIRECTORS' MEETING**

A separate meeting of the Independent Directors will be held at least once every year without the attendance of the non-independent directors and the members of the management. The Company expects all the Independent Directors to strive to be present at this meeting.

## **LIABILITY UNDER THE ACT**

Pursuant to the provisions of the Act, an Independent Director will be liable only in respect of such omission or commission by the Company which had occurred with his/her knowledge, attributable through Board processes and with his/her consent or connivance or where he/she had not acted diligently.

## **TERMINATION**

- i. Independent Director may resign from the position at any time by giving a notice in writing to the Company stating reasons of resignation. The resignation shall take effect from the date on which the notice is received by the Company or the date if any specified in the notice, whichever is later.
- ii. Independent Director shall cease to hold office if fails to meet the criteria for an Independent Director mentioned in the Act and/or the Listing Regulations and/or if otherwise disqualified and shall forthwith intimate the Company of such an event and promptly submit resignation to the Company with effect from date of such change.
- iii. The Company can also terminate your directorship in accordance with the procedure set out in Section 169 of the Act. Apart from the grounds of termination as specified in the Act, your directorship may be terminated for violation of any provisions of the appointment letter.

## **CO-OPERATION**

In the event of any claim or litigation against the Company, based upon any alleged conduct, act or omission on the part of Independent Director during the tenure, to the Independent Director shall render all reasonable assistance and cooperation to the Company and provide such information and documents as are necessary and reasonably required by the Company or its counsels.

## **CHANGES IN PERSONAL DETAILS**

During term, an Independent Director shall promptly intimate the Company Secretary and the Registrar of Companies in the prescribed manner, of any change in address or other contact or personal details.

## **GENERAL**

The appointment letter and any non-contractual obligations arising out of or in connection with the letter are governed by and shall be construed in accordance with, the laws of India and the parties agree to submit to the exclusive jurisdiction of the courts in India.

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