

## **FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS**

### **Objective**

The Program aims to provide insights into the Company to enable the Independent Directors to be a position to take well-informed timely decisions and contribute significantly to the Company. The Independent Directors of the Company are given every opportunity to familiarize themselves with the Company, its management and its operations so as to understand the Company, its operations, business, industry and environment in which it functions. Familiarization and continuing education process:

1. The Company through its Chairman & Whole-time Director/ Wholetime Directors/Managing Directors/ Key Managerial Personnel (KMP) conducts programmes/presentations periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company.
2. Such programmes /presentations provide an opportunity to the Independent Directors to interact with Key Managerial Personnel (KMP) of the Company and help them to understand the Company's strategy, business model, operations, service and product offerings, markets, finance, human resources, technology, quality, facilities and such other areas as may arise from time to time.
3. The programmes/presentations also familiarises the Independent Directors with their roles, rights and responsibilities.
4. When a new Independent Director comes on the Board of the Company, a meeting is arranged with Chairman & Whole-time Director/ Whole-time Directors/Managing Directors/ Key Managerial Personnel (KMP) to discuss the functioning of the Board and the nature of the operation of the Company's business activities.
5. New Independent Directors are provided with copy of latest Annual Report, the Company's Code of Conduct for Directors and Senior Management Personnel and the Company's Code of Conduct for Prevention of Insider Trading.
6. The Independent Directors are made aware of their roles, rights and responsibilities at the time of their appointment / re-appointment through a formal letter of appointment which also stipulates the various terms and conditions of their engagement.

**Disclosure**

This familiarisation program 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. Review of the Programme The Board will review this Programme and make revisions as may be required.

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