

FAMILIRISATION PROGRAMME FOR INDEPENDENT DIRECTORS

PURPOSE AND OBJECTIVE OF THE PROGRAMMES

- 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 the Company.

FAMILIRISATION AND CONTINUING EDUCATION PROCESS

- The Company through its Managing Director conducts presentations periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company.
- Such 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, organisation structure, finance, human resources, technology, quality, facilities and risk management and such other areas as may arise from time to time.
- The presentations also familiarize the Independent Directors to get to know their roles, rights and responsibilities.
- When a new Independent Director comes on the Board of the Company, a meeting is arranged with the Managing Director to discuss the functioning of the Board and the nature of the operation of the Company's business activities.
- New Independent Directors are provided with copy of latest Annual Report, the Professional Code of Conduct of the Company, the Code of Conduct for Prevention of Insider Trading and Schedule of upcoming Board and Committee meetings.
- A detailed Appointment Letter incorporating the role, duties and responsibilities and performance evaluation process, Company's Code of Conduct and obligations on disclosures, is issued for the acceptance of the Independent Directors.

OTHER INITIATIVES TO UPDATE THE DIRECTORS ON A CONTINUING BASIS

- The Directors are apprised of the operational aspects of the plants to enable them to have full understanding on the activities of the Company and initiatives taken on safety, quality, CSR, Sustainability etc.,
- Quarterly presentations on operations made to the Board include information on business performance / operations, financial parameters and other related matters, compliances, subsidiary information, regulatory scenario etc.,
- Quarterly results / press release of the Company are sent to the Directors.