



FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS

Clause 49 of the Listing Agreement with the Stock Exchanges inter-alia stipulates that the Company shall familiarize the Independent Directors with the Company, their roles, rights, responsibilities in the Company, nature of the industry in which the Company operates, business model of the Company, etc., through various programmes.

1. OBJECTIVE OF THE PROGRAMME

The programme aims to provide insight into the Company to enable the Independent Directors to understand its business and operations in depth and contribute significantly to the growth of the Company.

2. FAMILIARIZATION PROCESS

At the time of appointing an Independent Director, a formal letter of appointment is given to him/her, which inter alia explains the terms, role, duties and responsibilities expected of him/her as an Independent Director of the Company as well as their fiduciary duties and the accompanying liabilities that come with the appointment as a director of the Company.

Independent Directors are provided with necessary documents/brochures, reports and internal policies to enable them to familiarize with the Company's procedures and practices and to provide an opportunity to the Independent Directors to interact with the senior leadership team of the Company and help them to understand the Company's strategy, business model, operations, services and product offerings, organization structure, finance, sales and marketing, human resources, technology, quality of products, facilities and risk management and such other areas as may arise from time to time.

On an on-going basis the Company shall through its Managing Director/Whole time Director/ Senior Managerial Personnel, as required from time to time, conduct programmes/ presentations periodically to familiarize the Independent Directors with the strategy, business and operations of the Company.

Each director of the Company has complete access to any information relating to the Company. Independent Directors have the freedom to interact with the Company's management.

The Independent Directors are advised from time to time about the familiarisation on statutory compliances as a Board member including their roles, rights and responsibilities.

Periodic presentations are made at the Board and Board Committee Meetings, on business and performance updates of the Company, global business environment, business strategy and risks involved.

The Company may also circulate news and articles related to the industry from time to time and may provide specific regulatory updates.

The programme will also include the visits to plant from time to time to make them aware about the product lines of the Company.

The above programmes will be conducted for new and continuing Independent Directors of the Company.

3. REVIEW OF THE PROGRAMME

The Board of Directors will review this programme and make changes as and when deems necessary.