

## **FAMILIARIZATION PROGRAM FOR INDEPENDENT DIRECTORS**

### **1. Preamble:**

The Schedule IV of the Companies Act, 2013 and the Clause 49 of the Listing agreement entered with the Stock Exchanges mandates the Company to familiarize the Independent Directors with the Company.

### **2. Purpose:**

The Program aims to provide insights into the Company to enable the Independent Directors to understand its business in depth and contribute significantly to the Company.

### **3. Familiarization Process :**

- 3.1. The Company shall through its Executive Directors / Senior Managerial Personnel conduct programs / presentations periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company;
- 3.2. Such programs / presentations will 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, 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;
- 3.3. The programs / presentations shall also familiarize the Independent Directors with their roles, rights and responsibilities;
- 3.4. Programs are conducted by the following departments and the heads of the respective departments are introduced to the independent director.

**Legal & Secretarial:**

Covering details of the Company, its history, shareholding pattern, the Board structure, the Board Committees and their functions, policies applicable to the director, their roles, responsibilities, duties, rights as a director, details of important legal cases, their status and impact, etc.

**Marketing:**

Covering details of nature of industry, types of products, position of the Company in the industry, sales and distribution channel, etc.

**Finance:**

Covering details of the business model of the Company, financial details, risk management, treasury management, etc.

**Technical:**

Tour of the plant explaining about various stages of manufacturing process, production capacity, etc.

- 3.5. The Company may conduct an introductory familiarization program / presentation, when a new Independent Director comes on the Board of the Company.
- 3.6. The independent director is also taken for visit to the factory plant locations as and when required.

In addition to the above, in case the director is interested in meeting any specific department or function or getting any further detail, the same is also arranged.