



FAMILIARIZATION PROGRAMME(S) FOR INDEPENDENT DIRECTORS

(Pursuant to regulation 25(7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015)

PURPOSE AND OBJECTIVE OF THE PROGRAMME(S)

- 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 managing the Company.

FAMILIARIZATION AND CONTINUING EDUCATION PROCESS

- The Company through its Executive Director / Key Managerial Personnel conducts programmes / presentations periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company.
- Such programmes / 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, organization structure, finance, human resources, technology, quality, facilities and risk management and such other areas as may arise from time to time.
- The programmes/presentations also familiarize the Independent Directors with their roles, rights and responsibilities.
- When a new Independent Director comes on the Board of the Company, a meeting is arranged with the Chairman / Vice- Chairman / Chief Executive Officer / KMPs 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 Code of Conduct, Code of Conduct for Prevention of Insider Trading and Code of Corporate Disclosure Practices, Schedule of upcoming Board and Committee meetings.
- A detailed Appointment Letter incorporating the role, duties and

responsibilities, remuneration and performance evaluation process, Code of Conduct and obligations on disclosures etc. is issued for the acceptance of the Independent Directors.

OTHER INITIATIVES TO UPDATE THE DIRECTORS ON A CONTINUING BASIS

- The Directors get an opportunity to visit Company's plants, where plant heads appraise them of the operational and sustainability 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, market share, financial parameters, working capital management, fund flows, senior management change, major litigation, if any, compliances, donations, regulatory scenario etc.

DETAILS OF FAMILIARIZATION PROGRAMMES HELD UNDER THIS POLICY:

No. of programmes attended by Independent directors:

During the financial year 2021-22	One i.e. 10-02-2022
On a Cumulative Basis till date	Ten i.e. 20.05.2022, 10.02.2022, 11.02.2021, 09.11.2020, 10.02.2020, 13.11.2019, 15.07.2019, 07.02.2019, 24.05.2016, 20.03.2015

No. of hours spent by Independent Directors in such programmes:

During the financial year 2021-22	Two hours
On a Cumulative Basis till date	Twenty hours

The above said familiarization programmes were attended by all the Independent directors of the Company. In these programmes they were updated on recent amendments in Companies Act. 2013 and rules made thereunder and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and various regulatory



and statutory updates and changes.

REVIEW AND REVISION

The familiarization process may be revised from time to time in order to provide more information to Independent and Non-Executive Directors to enable them to contribute significantly to the growth of the Company.