



Familiarization Program for Independent Director

Preamble

In view of the provisions of Schedule IV to the Companies Act, 2013 read with Clause 25(7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, 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.

In addition to the above, the Independent Directors should undergo appropriate induction and regularly update to refresh skills, knowledge and familiarity with the Company and its business and its model.

The Policy provides the basic 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 affairs Company.

Familiarization Programme Purpose and objectives

1. The Company shall periodically organise familiarisation programme for the Independent Directors to appraise them with the business operations of the Company has also to know their roles, rights and responsibilities in the Company to enable them to make effective contribution and discharge their functions as a Board Member.
2. Familiarisation Program for Independent Directors shall include:
 - Industry overview and business structure of the Company;
 - Operation overview and product knowledge;
 - Overview of Sales & Marketing strategies;
 - Financial Statements, Financial Ratios and other performance parameters used for control process;
 - Statutory compliances required to be fulfilled by the Company.

Familiarization and Continuing Education Process

1. The Company conducts programmes / presentations periodically to familiarize the Independent Directors with the strategy, operations and functions.
2. 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.

- 3. When a new Independent Director comes on the Board of the Company, a meeting will be arranged to discuss the functioning of the Board and the nature of the operation of the Company’s business activities.

Other Initiatives to Update the Directors on a Continuing Basis

- 1. The Directors will get an opportunity to visit Company’s plants, where plant heads apprise them 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 etc.
- 2. At various Board meetings during the year, presentations to be made to the Board on safety, health and environment issue(s), risk management, CSR activities, Company policies, changes in the regulatory environment applicable to the corporate sector and to the industry in which the Company operates, business excellence with areas of improvement and other relevant issue.
- 3. Quarterly presentations on operations to be made to the Board include information on business performance, operations, market share, financial parameters, working capital management, fund flows, senior management change, major litigation, compliances, subsidiary information, donations, regulatory scenario etc.
- 4. Quarterly results / press release of the Company is provided to the Directors

Disclosure

Details of Familiarization sessions held pursuant to the Policy are as follows:

Date of Programme	Area Cover
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Details of attendance of Independent Directors in Familiarization Sessions are as follows:

