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## **FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS**

### **PREAMBLE**

The Clause 49 (II) (B) (7) of the Listing Agreement stipulates that:-

- a) 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.
- b) The details of such familiarization programmes shall be disclosed on the Company's website and a web link thereto shall be given in the Annual Report.

### **PURPOSE**

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

### **ADMINISTRATION**

The familiarization programme for Independent Directors will be administered and monitored by the Board of Directors of the Company.

### **OBJECT**

To update and appraise the Independent Directors with the business operations of the Company on continuous basis and to enable them to make effective contributions and discharge their functions as per their roles, rights and responsibilities in the Company.

The Company will follow a structured orientation programme for the Independent Directors to understand and get updates on the business and operations of the Company on a continuous basis.

### **FAMILIARIZATION PROCESS**

The Company shall through its Executive Director / Senior Managerial Personnel conduct programmes / presentations periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company;

Such programmes / 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;

The programmes / presentations shall also familiarize the Independent Directors with their roles, rights and responsibilities;

The Company may circulate news and articles related to the industry on a regular basis and may provide specific regulatory updates from time to time; and

The Company may conduct an introductory familiarization programme/ presentation, when a new Independent Director comes on the Board of the Company.

#### **DISCLOSURE/ AMENDMENT OF THE POLICY**

This Policy shall be disclosed on the website of the Company and a web link thereto, shall be provided in the Annual Report of the Company. The right to interpret/amend/modify this Policy vests with the Board of Directors of the Company.

#### **REVIEW OF THE PROGRAMME**

The Board will review this Programme and make revisions as may be required.

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