

## **Familiarisation Program for Independent Directors (in terms of Regulation 25(7) of the SEBI LODR Regulations, 2015)**

### **Preamble:**

- a) The Company shall familiarise 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 familiarisation programmes shall be disclosed on the Company's website and a web link thereto shall be given in the Annual Report.

### **Purpose and Objective of the Programmes**

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.

### **Overview of the Initial Familiarisation process**

- ✓ At the time of appointing a Director, a formal letter of appointment is given to him, which inter alia explains the role, function, duties and responsibilities expected of him as a Director of the Company.

At the outset, all the Independent Directors are provided with an overview of the following;

- Criteria of independence applicable to Independent Directors as per Clause 49 of the Listing Agreement on Corporate Governance and the Companies Act, 2013
- Roles, Duties and liabilities of Independent Directors
- Code of Conduct of Directors and Insider Trading Regulations
- Board evaluation process and procedures
- Policies inclusive of Vigil Mechanism
- Risk Management Systems & framework

### **Updation on a continuous basis:**

- ✓ Periodic presentations are made at the Board Meetings on business and performance updates of the Company
- ✓ At various Board meetings/Committee meetings during the year, presentations are made to the Board on the corporate sector and to the industry in which it operates and other relevant issue.

- ✓ • 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, compliances, subsidiary information, donations, regulatory scenario etc.
- ✓ • Quarterly results / press release/news letters of the Company are sent to the Directors

## **Disclosure**

This familiarisation program shall be uploaded on the Company's website for public information and a web link for the same shall also be provided in the Annual Report of the Company.