

FAMILIARISATION PROGRAMMES FOR INDEPENDENT DIRECTORS

1. **Preamble:**

The Company shall in accordance with Regulation 25(7) read with Regulation 46(2) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 familiarize its independent directors with the Company, their roles, rights and responsibilities in the Company, nature of the industry in which the Company operates, business model of the Company, etc. through various Familiarization Programmes.

2. **Purpose and Objectives:**

The familiarization programme helps the independent directors not only to have greater insight into the Company's business but also contribute effectively in decision making at Board / Committee meetings.

3. **Overview of the Familiarization Programme:**

A. Familiarization upon induction of new Independent Directors

- At the time of appointment, an appointment letter incorporating the role and duties, tenure of appointment, evaluation process, and availability of directors' and officers' liability insurance, details regarding remuneration is given to the Directors.
- The Company conducts a well-structured induction programme for orientation and training of directors which includes one-to-one interactive sessions with the executive directors, management council members, selected business/functional heads.
- New independent directors are provided with induction kit which includes presentation on details about the Company, its subsidiaries, copies of Annual Report of last three years, Company's Code of Conduct, Company's Insider Trading Code, brief profile of other Board Members, Memorandum and Articles of Association, financial results of past one year, Committee Charters, Internal Audit Charter, policies such as vigil policy, CSR policy, policy on related party transactions, etc.,

B. Continual Familiarization Programme

- Presentations on business units / subsidiary companies, business performance, operations, finance, risk management framework, etc. are made to the Directors from time to time as part of board discussions where independent directors get an opportunity to interact with the senior leaders of the Company.

- Active communication channel between executive directors and independent directors, that allows the independent directors to raise query, seek clarifications for enabling a better understanding of the Company and its various operations are available.
 - Board Members are regularly updated regarding key developments in the Company and on any important regulatory amendments applicable to the Company.
- C. The Program also aims to offer a conceptual framework based upon current expectations which require the Independent Directors to adhere to a code and standard of ethics and integrity for fulfillment of their responsibilities in a professional and faithful manner to promote confidence of the investment community particularly minority shareholders, regulatory authorities and the stakeholders at large.
- D. The program shall be conducted in such manner as to facilitate and convenience the Independent Directors and enable them to attend the same in view of their busy schedules.
4. **Disclosure of the Policy:**
This policy shall be uploaded on the Company's website for public information.
5. **Review of the Program:**
The Board will review this program and make revisions as may be required.



Details of Familiarization Programmes for Independent Directors for the F.Y. 2021-22
[Pursuant to Regulation 46 the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”)]

Sr. No.	Name of Independent Directors	Subject	No. of Programmes Attended in FY 2021-22	Time
1	Mr. Shivil Kapoor	1. To make aware about the Business Model of the Company; 2. Awareness on Rights and Responsibilities of Independent Directors;	1	1 Hour
2	Mr. Pravin Shah	3. Overview of SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015.	1	1 Hour
