

FAMILIARIZATION PROGRAM FOR DIRECTORS

Version – 1

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

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Preamble

In terms of 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.

Purpose and Objective

- To adopt a structured program for orientation and training of Independent & Non-Executive Directors at the time of their joining so as to enable them to understand the nature of industry in which the company operates and business model of the company by imparting suitable training sessions;
- To update the Directors on a continuing basis on any significant changes therein so as to be in a position to take well-informed and timely decisions.

Orientation Program upon induction of New Directors

- A familiarization pack is shared with the new inductee, which includes the Company's Corporate Profile, its vision, Company basic information, Memorandum & Articles of Association, latest Annual Report, Principles of Responsibility, Policy on Prohibition of Insider Trading and Schedule of upcoming Board & Committee Meetings;
- A detailed Appointment Letter incorporating the role, duties and responsibilities, remuneration and performance evaluation process, insurance cover, Principles of Responsibility and obligations on disclosures, is issued for his/her acceptance;

In addition, the Company generally follows the following familiarization programme for Independent/ Non-Executive Directors:

Periodicity	**Familiarization Program / Coverage**
Introduction Program (Within 3 months of joining the Board)	• Introduction to KMPs; • Introduction to other members of the Board of the Company; • Introduction to key officials of the Company; • Introduction to board committees & terms of references.
Annually (within 2 months of close of Financial Year)	• Business Plan o Key challenges / developments o Company's strategy/plans for the business/key functions - Financial targets o Organization development plan o Process/system improvements. • Overall Company's plan & financials
Quarterly at Board Meetings (within 45 days of close of Quarter)	• Overview of financial performance; • Overview of the businesses of the Company; • Salient developments/ initiatives taken by the Company; • On-going actions re: corporate governance.

	• Changes in law/regulations/Accounting Practices.
As needed by IDs	• Specific Developments/ initiatives; • Plant/ Site visits; • Any other areas so requested by IDs

Disclosures

The Policy 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.

Details of familiarization programs imparted to Independent Directors including the following details shall be made available on the website:

- Number of programs attended by independent directors (during the year and on a cumulative basis till date),
- Number of hours spent by independent directors in such programs (during the year and on cumulative basis till date);
- And other relevant details

Review of the Program

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