

## **FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS**

### **PREAMBLE**

The Schedule IV of the Companies Act, 2013 and the Clause 49 of the Listing agreement entered with the Stock Exchange mandates the Company to familiarize the Independent Directors with the Company.

The Familiarization programme (“hereinafter referred as 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.

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

### **ADMINISTRARATION**

The Familiarization programme for Independent Directors will be administered and monitored by Nomination and Remuneration Committee.

### **OBJECTIVE AND DETAILS OF FAMILIARIZATION POLICY**

- The Company is periodically organizing familiarization programme for the Independent Directors to appraise them with the business operations of the Company as 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.
- Familiarization Program for Independent Directors includes:

#### **Secretarial & Legal:**

Covering details of the Company, its history, shareholding pattern, the Board structure, the Board Committees and their functions, policies applicable to the director, their roles, responsibilities, duties, rights as a director, details of important legal cases, their status and impact, etc.

#### **Marketing:**

Covering details of nature of industry, types of products, brands, position of the Company in the industry, sales and distribution channel, etc.

**Finance:**

Covering details of the business model of the Company, financial details, risk management, etc. In addition time allocation by the Independent Directors on financial controls, overseeing systems of risk management, financial management compliance, Corporate Social Responsibility, Stakeholders conflicts, Board effectiveness, strategic direction, Meetings and performance assessment;

**Technical:**

Tour of the plant explaining about various stages of manufacturing process, production capacity, etc. In addition to the above, in case the director is interested in meeting any specific department or function or getting any further detail, the same is also arranged.

**PROGRAMME AND DISCLOSURE:**

- Familiarization programme will be conducted “as needed” basis during the year.
- As and when familiarization programme is conducted, the same will be disclosed on the website of the Company