

Familiarisation Programme for Independent Directors

Preamble

Pursuant to Regulation 25(7) of SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015 and Schedule IV of the Companies Act, 2013, a Company is required to familiarise its independent Directors through various programmes about the Company their roles, rights, responsibilities, nature of industry in which the Company operates, business model of the Company.

Pursuant to provisions of Regulations 46(2) of Listing Regulations, details of familiarization programmes imparted to the independent directors are mentioned herein below:

Overview of the Familiarisation process

In terms of the said requirements the Company conducted Familiarisation Programmes for the Independent Directors.

The Independent Directors are provided 'Directors' Documents Folder' containing information pertaining to the Company, its Memorandum and Articles of Association, Annual Reports for previous 3 years, Sustainability Reports, Investor Presentations, and recent Media Releases etc.

Periodic presentations are made at the Board and Board Committee Meetings, on business and performance updates of the Company, business strategy and risks involved.

Quarterly updates on relevant statutory changes w.r.t. Regulatory Updates, SEBI Listing Regulations, Prevention of Insider Trading Regulations and landmark judicial pronouncements encompassing important laws are regularly updated to the Directors.

Each director of the Company has complete access to any information relating to the Company. Independent Directors have the freedom to interact with the Company's management. They are given all the documents sought by them for enabling a good understanding of the Company, its various operations and the industry segments of which it is a part. Further, they meet without the presence of the Company's Management Personnel to discuss matters pertaining to the Company's affairs and put forth their combined views to the Chairman and Managing Director.

Plant visits are organized for the Directors to enable them to understand the operations of the Company.

Disclosure

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

Review

The Board will review this Program and make amendments as may be required from time to time.

Details of Familiarization sessions held pursuant to the policy during the financial year 2021-22, are as follows:

Independent Directors are taken through various programs including detailed presentations, inter alia, on business modules, strategies and operations and updates on amendments of various important statutes at the Board meetings held during the financial year, the details of the same are as below:

Date of Programme/Board meeting	Area Covered
25 th June, 2021 30 th July, 2021 30 th October, 2021 25 th January, 2022	<u>Session I, II, III and V:</u> Presentation on Company's business modules, finance, strategies, business operations, risk management, internal control system and legal updates on various statutes applicable to the Company.

Sr. No.	Name of Independent Directors	No. of sessions attended		No. of hours spent in the session attended	
		FY 2021-22	Cumulative till date	FY 2021-22	Cumulative till date
1	Mrs. Kanchan U. Chitale	4	14	4	16
2	Mr. Bhumika L. Batra	4	12	4	14
3	Mr. Pradeep R. Rathi	4	12	4	14
4	Mr. Anami N. Roy	4	12	4	14
5	Dr. Deepak R. Parikh	4	12	4	14
