



## **POLICY ON FAMILIARISATION PROGRAMMES FOR INDEPENDENT DIRECTORS**

### **1. INTRODUCTION**

In accordance with Regulation 25(7) read with Regulation 46(2) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company shall familiarise the 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 programmes.

This policy shall come into effect from the date of listing of equity shares of the Company on the stock exchanges.

### **2. PURPOSE & OBJECTIVE**

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 FAMILIARISATION PROGRAMME**

#### **3.1 Familiarisation upon Induction of new Independent Directors**

- a. At the time of appointment, an appointment letter incorporating the role and duties, tenure of appointment, evaluation process, availability of Directors and Officers liability insurance, details regarding remuneration is given to the Directors.
- b. 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, selected business/functional heads.
- c. New independent directors are provided with presentation on details about the Company, nature of industry in which the Company operates, business model of the Company, copies of annual report, code of conduct, brief profile of other board members, memorandum and articles of association, financial results of roles, rights, responsibilities of independent directors etc.

#### **3.2 Continual Familiarisation Programme**

- a. 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.
- b. Active communication channel between executive directors and independent directors, that allows the independent directors to raise questions, seek



clarifications for enabling a better understanding of the Company and its various operations are available.

- c. Meeting of statutory and internal auditors with independent directors to discuss Company's affairs.
- d. Strategy board meeting is convened on an annual basis for a detailed deliberation on the Company's strategies

#### **4. REVIEW**

The Nomination and Remuneration Committee shall monitor and periodically review the familiarisation programme in line with statutory and regulatory requirements and recommend changes, if any.

The board is responsible for administration and compliance of this programme and authorised to amend this programme, in consultation with the Company Secretary, to give effect to any changes/amendments notified by the Ministry of Corporate Affairs or SEBI. The amended programme shall be placed before the Nomination and Remuneration Committee for noting and ratification.

#### **5. DISCLOSURES**

This programme shall be uploaded on the website of the Company and a web link of the same shall also be provided in the Annual Report of the Company.