

## **Familiarization Programme for Independent Directors**

In terms of requirements of Schedule IV of the Companies Act, 2013 and the Listing Agreement with the Stock Exchanges, the Company takes following steps to familiarize the Independent Directors with the Company.

To give an overview to the Independent Directors about the Company on their joining in the Organisation, the Company will adopt a training & orientation programme. The Company normally updates the existing Independent Directors on a regular basis.

The Program will aim to provide insights into the Company to enable the Independent Directors understand their duties, roles, rights and responsibilities and to get updated on the Company' Philosophy, Business & Operations.

The programme proposes to include the followings:

1. Introduction about the Company, its subsidiaries and Associates, its Mission, Vision and providing Latest Annual Report, Memorandum & Articles of Association and other updates.
2. An Appointment Letter depicting the role, duties and responsibilities of the Independent Director is issued.
3. Providing a copy of Code of Internal Procedures and Conduct for Regulating, Monitoring and reporting of Trading by Insiders and Code of Conduct for Directors and Senior Management.
4. Providing an overview of Directors Responsibility Statement included in Directors' Report.
5. Board evaluation process and procedures.
6. Visits of Directors at Plants & Registered office at their convenience.
7. Need of separate meeting of Independent Directors.