

FAMILIARISATION PROGRAMMES FOR INDEPENDENT DIRECTORS

OF



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PREAMBLE

Clause 25(7) of the SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015 inter-alia stipulates that the Company shall familiarize the independent directors through various programmes with the following:

1. Nature of the industry in which the listed entity operates;
2. Business model of the listed entity;
3. Roles, rights, responsibilities of independent directors; and
4. Any other relevant information

OVERVIEW OF THE FAMILIARISATION PROCESS

All Independent Directors are made aware and further updated from time to time about their roles, rights, responsibilities in the Company. At the time of new appointment Directors' kit containing information about the Company, Memorandum and Articles of Association, Annual Reports for previous 3 years etc. handed over to the new Director.

The appointment letter issued to Independent Directors *inter-alia* sets out the expectation of the Board from the appointed director, their fiduciary duties and the accompanying liabilities that come with the appointment as a director of the Company, Code of Conduct of the Company, Code of Conduct for prevention of Insider Trading.

Independent Directors are provided with necessary documents/brochures, reports and internal policies to enable them to familiarize with the Company's procedures and practices.

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

Detailed presentations on the duties and responsibilities of Independent Directors and the Company's business segments were made at the separate meetings of the Independent Directors held during the year.

Quarterly updates on relevant statutory changes and landmark judicial pronouncements encompassing important laws are regularly circulated 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.

Site visits to various plant locations are organized for the Directors to enable them to understand the operations of the Company.