

## **FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS**

### **PREAMBLE**

In terms of Sub Regulation 7 of Regulation 25 of Securities and Exchange Board of India (Listing Obligation and Disclosure Requirements) Regulations, 2015 ("Listing Regulations") the Company being a listed entity required to conduct familiarization programme for Independent directors to familiarize them with the Company.

### **PURPOSE AND OBJECTIVE**

The Purpose and objective of this policy is to provide insights into the Company to enable the Independent Directors to understand their roles, responsibilities in the Company and to understand the Company's business in depth that would facilitate their active participation in managing the Company and get updated on the business and operations of the Company.

### **INITIAL FAMILIRISATION PROGRAMME MODULE**

The Company conducts an formal introductory familiarization program/presentation, when a new Independent Director comes on the Board of a Company and participates after his appointment in the first Board meeting.

This Formal programme includes:-

1. Industrial Overview and business model of the company and an outline of corporate plan and Annual targets.
2. Operations Overview
3. Financial performance and working position of the Company.
4. Familiarization as a Board member including their roles rights and Responsibilities.

The above initiatives help the director to understand the Company, its business and the Regulatory framework in which the company operates and equip him/her to effectively fulfill his role as a Director of the Company. This initial module will be restructured as and when needed.

### **OTHER INITIATIVES TO UPDATE THE DIRECTORS ON A CONTINUING BASIS:**

1. The Directors get an opportunity to visit Company's plants, where plant heads appraise them of the operational and sustainability aspects of the plants to enable them to have full understanding on the activities of the Company and initiatives taken on safety, quality, CSR, Sustainability etc.
2. At various Board Meetings during the year, presentations are made to the Board on safety, health and environment and sustainability issue, risk management, company policies, changes in the regulatory environment applicable to the corporate sector and to the industry in which it operates in which it operates business excellence under the Business Excellence Model with areas of improvement and other relevant issue.
3. Quarterly presentations on operations made to the Board include information on business performance, operations, market share, financial parameters, working capital management, fund flows, senior management change, major litigation, compliances, subsidiary information, donations, regularly scenario etc.
4. Quarterly results/press release of the Company is sent to the Directors.

#### **CONTINUAL FAMILIARISATION PROGRAMME MODULES**

In order to update the Independent Directors on the business and operations of the Company, the Company shall follow a structured orientation programme on a continuous basis.

#### **REVIEW OF THE PROGRAM**

The Board will review this Program and make revisions as may be required.