

## **FAMILIARIZATION PROGRAM FOR INDEPENDENT DIRECTORS:**

### **ORIENTATION PROGRAMME UPON INDUCTION OF NEW INDEPENDENT DIRECTORS:**

- ❖ On the appointment of a new Independent Director, he is familiarized with the Company, which includes the Company's Corporate Profile, its Mission, Vision and Values Statement, Organizational structure, the Company's history and milestones, latest Annual Report, Code of Conduct applicable to Directors / employees of the Company, the Company's Code of Conduct for Prevention of Insider Trading and Code of Corporate Disclosure Practices along with a summary on do's and don'ts pertaining to Insider Trading issues.
- ❖ In case the Independent Director is also inducted on the Audit Committee, he is also informed about the terms of reference of the Audit Committee, latest Internal Audit Reports and the Whistle Blower Policy.
- ❖ A detailed Appointment Letter incorporating the role, duties and responsibilities, remuneration and performance evaluation and access to information is issued to the Independent Directors for their acceptance.
- ❖ A full day site visit to the Company's Plants is arranged wherein the Independent Director is introduced to the Plant Heads and various important functional heads. Further, on a separate day, meeting with Business Unit Heads and Corporate functional heads is also arranged each comprising of 30 to 45 minutes' sessions. Relevant Business Strategy presentations are also being made.
- ❖ A brief introduction to the Company and its business is also made.

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

- ❖ A meeting is held at the Plant location, wherein the Directors are introduced to the Company's product plans and initiatives on safety, quality, etc.
- ❖ Meetings with Company Executives are also arranged to better understand the business and operations of the Company.
- ❖ The presentations at Board meetings include updates on regulatory, business environment, Company policies and other relevant issues. Quarterly Operations Report which includes information on business performance, operations, market, financial parameters, working capital management, senior management changes, litigations, compliances, is presented to the Board.
- ❖ Queries posed by Independent Directors are responded.

**FAMILIARIZATION PROGRAM FOR INDEPENDENT DIRECTORS:**

Name of Independent Director	Programs Attended	Hours Spent	
		During the year	Cumulative Basis
Mr. Harpreet Singh Jaggi	Operations Strategy, SEBI (LODR), 2015, Insider Trading, Related Party Transactions, CARO 2020 and Internal Audit	08	57
Ms. Mohini Hingorani	Company Law Amendments	06	48