

FAMILIARIZATION PROGRAM FOR INDEPENDENT DIRECTORS

A. Background

In compliance with Regulation 25(7) of the SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015, the Company has a structured Programme for orientation and training of Directors at the time of their joining so as to enable them to understand the nature of the industry in which the Company operates, business model of the Company and roles, rights and responsibilities of Independent Directors.

The Company also seeks to update the Directors on a continuing basis on any significant changes so as to place them in a position to take well informed and timely decisions.

B. Orientation Programme upon induction of Directors

- At the time of their appointment, Directors are provided with a copy of the Company's Annual Report, the Code of Conduct for Non-Executive Directors, the Code of Conduct for Prevention of Insider Trading and Code of Disclosure Practices, other internal policies of the Company to help them get a broad view of the Company's policies and procedures and the schedule of Board and Committee meetings during that financial year.
- Independent Directors are also issued an appointment letter detailing their role, duties and responsibilities, remuneration and performance evaluation process. The terms of the said letter are also uploaded on the Company's website.
- Management organizes sessions with Directors wherein the CEO & Managing Director, the Chief Financial Officer and other senior leaders make presentations to familiarize the Director with the Company's organization structure, business model, operations, services, markets, finance, human resources, technology, risk management, sustainability, regulatory environment, challenges and strategy.
- The Director is also encouraged to visit the various locations to familiarize himself with their operational, safety and sustainability aspects

C. Ongoing Familiarization

- All efforts are made to provide insights into the Company and the business environment to enable Directors to be updated on new challenges, risks and opportunities relevant to the Company and to lend perspective to the strategic direction of the Company. This includes periodic interactive sessions organized by the Company for Board members with external domain experts.
- At various Board meetings during the year, presentations are made to the Directors on safety, health and environment issues, CSR and sustainability related matters, accounting policies and changes therein, changes in the regulatory scenario and global trends, Internal Audit, Risk related and investor related issues and outcome.
- Quarterly presentations are made to the Board providing business and performance updates including information on risks and mitigation measures, market share, financial arrangements, working capital management, fund flows, material litigations, performance of subsidiaries etc.
- As and when required One-to-one meetings are held with Directors to apprise them of complex issues to enable them to understand the same in depth.

D. Details of familiarization programme conducted and attended by Independent Directors

The details of familiarization programme conducted and attended by the Independent Directors forms part of the Annual report of the company and is uploaded on website of the Company.

E. Disclosure of policy

This policy shall be uploaded on the website of the company and a web link thereto shall be provided in the Annual report.
