DETAILS OF FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS

[Pursuant to SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015]

OBJECTIVES:

- To adopt a structured programme for orientation and familiarization of Independent Directors ("IDs") at the time of their joining, so as to enable them to understand the Company, its operations, business model, industry and environment in which it functions and the regulatory environment applicable to it.

- To update IDs on a continuing basis on any significant changes in any of the above to enable them to be in a position to take well informed and timely decisions.

ORIENTATION PROGRAMME UPON INDUCTION OF NEW INDEPENDENT DIRECTORS:

- An Induction pack is handed over to a new ID on the Company's Board. This includes the Company's Corporate Profile, its Mission, Vision and Values Statement, Organizational structure, the latest Annual Report, Code of Conduct applicable to Directors / employees of the Company, Monitor and Report Trading by Insiders and Code of Practices and Procedures for Fair Disclosure of Unpublished Price Sensitive Information' and the Vigil Mechanism Policy of the Company. In case the ID/new ID is also inducted on the Committees of the Board, the ID/new ID is also provided with the mandates and terms of reference of the respective Committees.

- A detailed Appointment Letter incorporating the role, duties and responsibilities, remuneration and performance evaluation process, Code of Conduct for Directors & Senior Management Personnel, is issued to the new ID.

- The new ID has also introduced to the Business Heads and Corporate Functional Heads. This enables him to gain an understanding and appreciation of the business model and the operations of the Company.

OTHER INITIATIVES TO UPDATE THE DIRECTORS ON A CONTINUING BASIS:

- Once a year at the Board Meeting, presentations are made to the Directors on the Company's Annual Operating Plan(s) and/or Medium Term Plan(s).

- At various Board and Committee Meetings during the year, presentations are made to the Board / Committee on Ethics and Sustainability issues, Risk Management, Company policies, changes in the regulatory environment applicable to the corporate sector and to the Industry in which the Company operates and other relevant issues.

- Quarterly presentations made to the Board include information on business performance, operations, market share, financial parameters, working capital management, funds flow, senior management changes, major litigation, compliances, etc.

- Business Heads and Senior Executives of the Company are invited at Board or Committee Meetings as per their requirement from time to time. Meetings with the Company Executives are also arranged as may be necessary to better understand the business and operations of the Company.

DETAILS OF FAMILIARISATION PROGRAMME IMPARTED TO INDEPENDENT DIRECTORS DURING THE FY 2024-2025 ARE AS FOLLOWS:

The Company conducted 2 programs/meetings during the financial year 2024-2025 and the cumulative time spent by Independent Directors was in the range of 4 hours 00 minutes.

The Company conducted 6 programs/meetings till date and the cumulative time spent by Independent Directors was in the range of 14 hours 00 minutes.