

FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS

The Clause 49 (II) (B) (7) of the Listing Agreement with the Stock Exchanges stipulates that:

a) The Company shall familiarise the Independent Directors with the Company, their roles, rights, responsibilities in the Company, nature of the industry in which the Company operates, business model of the Company, etc., through various programmes.

b) The details of such familiarisation programmes shall be disclosed on the Company's website and a web link thereto shall be given in the Annual Report.

PURPOSE AND OBJECTIVE OF THE PROGRAMMES

- To provide insights into the Company to enable the Independent Directors to understand the Company's business in depth that would facilitate their active participation in managing the Company.

FAMILIARIZATION AND CONTINUING EDUCATION PROCESS

- The Company through its Executive Director / Key Managerial Personnel conducts programmes / presentations periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company.

- Such programmes / presentations provide an opportunity to the Independent Directors to interact with the Senior Management of the Company and help them to understand the Company's strategy, business model, operations, service and product offerings, markets, organization structure, finance, human resources, technology, quality, facilities and risk management and such other areas as may arise from time to time.

- The programmes/presentations also familiarises the Independent Directors with their roles, rights and responsibilities.



- When a new Independent Director comes on the Board of the Company, a meeting is arranged with the Chairperson, Chief Financial Officer to discuss the functioning of the Board and the nature of the operation of the Company's business activities.

- New Independent Directors are provided with copy of latest Annual Report, the Code of Conduct and Code of Conduct for Prevention of Insider Trading and Code of Corporate Disclosure Practices, Schedule of upcoming Board and Committee meetings.

- The Company provides the Directors with the tours of company's facilities from time to time.

- A detailed Appointment Letter incorporating the role, duties and responsibilities, remuneration and performance evaluation process, insurance cover, Code of Conduct and obligations on disclosures, is issued for the acceptance of the Independent Directors.

OTHER INITIATIVES TO UPDATE THE DIRECTORS ON A CONTINUING BASIS

- The Directors get an opportunity to visit Company's facilities, where plant head apprise them of the operational and sustainability aspects of the plant to enable them to have full understanding on the activities of the Company and initiatives taken on safety, quality, CSR, Sustainability etc.

- 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.

- 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, donations, regulatory scenario etc.

- Quarterly results and press release if any, of the Company are sent to the Directors.

EFFECTIVE DATE:

This programme was first approved by the Board of Directors on 21st March, 2016 and was reviewed and amended by the Board of Directors on January 31, 2023 which is effective from January 31, 2023.



DETAILS OF FAMILIRISATION PROGRAMMES ATTENDED

Independent Directors	Number of programmes / Meeting attended							Number of Hours Attended						
	FY 2015-16 and FY 2016-17	FY 2017 - 2018	FY 2018 - 2019	FY 2019 - 2020	FY 2020 - 2021	FY 2021 - 2022	Cumulative (Till date)	FY 2015-16 and FY 2016-17	FY 2017 - 2018	FY 2018 - 2019	FY 2019 - 2020	FY 2020 - 2021	FY 2021 - 2022	Cumulative (Till date)
	#Mr. Vinayak Patil	10	4	3	2	-	-	19	10	6	8	6	-	-
Mr. Anand Daga	9	4	4	4	4	4	21	9	6	8	8	11	12	35
#Mr. Nikhlesh Panchal	7	3	4	3	3	-	17	7	6	8	8	-	12	33
* Dr. Sudhir Kumar Goel				3	4	4	11				6	11	12	29
**Mrs. Aruna Bhinge				3	4	4	11					11	12	23

*Dr. Sudhir Kumar Goel Appointed w.e.f.23-07-2019

** Ms. Aruna Bhinge Appointed w.e.f.14-05-2020

Mr. Vinayak Patil ceased to be a Director w.e.f. 23-07-2019

#Mr. Nikhilesh Panchal ceased to be a Director w.e.f. 23-10- 2020.

