

Familiarization programme for Independent Directors

On their appointment, Independent Directors are familiarized about the Company's operations and businesses. As part of the familiarization programme, a handbook is provided to all the Directors including Independent Directors. The handbook provides a snapshot to the Directors of their roles, duties and responsibilities, rights, appointment process and evaluation, compensation, Board procedure and stakeholders' expectations.

To familiarize the Director with the Company's operations and businesses, plant visits are organized in respect of all divisions of the Company, as part of the induction programme, where the Director is taken around the facilities and explained in detail about the process, nature of the industry, business model etc. During such visit, besides interaction by the Business Heads and key executives with the Director, detailed presentations on the business of the Division are also made for the Director. Direct meetings with the Chairman and the Managing Director are further facilitated for the new appointee to familiarize him/her about the Company/its businesses and the Group practices.

Details of the above Familiarisation programme imparted to Independent Directors for the financial year 2021-22:

| S.No | Details of the Program | Minimum Hours spent |
|------|--|---------------------|
| 1. | Updation on Companies Act, SEBI (Listing Obligations And Disclosure Requirements) Regulations, 2015), SEBI (Prohibition of Insider Trading) Regulations, 2015), SEBI Substantial Acquisition of Shares and Takeovers) Regulations, 2011, Regulatory updates covering Circulars / Notifications, FAQs, Guidance notes issued by MCA & SEBI. | 3 |
| 2. | Business updates covering industry/market technology, competition, performance, future outlook, etc | 7 |
| 3. | Risk management, Internal audit and other statutory requirements. | 5 |
| | Total | 15 |