

**POLICY ON FAMILIARISATION PROGRAMME
FOR INDEPENDENT DIRECTORS**

Purpose

The program formulated with the objective of making the Independent Directors of the Company accustomed to their roles and responsibilities is divided into various modules with emphasis on :

- Roles, Rights and Responsibilities - Board dynamics & functions
- Strategy, Operations and functions of the Company

The Program has been designed considering the specific needs of contemporary Corporate Governance and the expected obligations of Independent Directors in view of the onerous responsibility conferred by the Companies Act, 2013 and the Listing Agreement as amended from time to time. The purpose of the programme is 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:

1. The Company through its Managing Director / Executive Director / Key Managerial Personnel conducts programmes / presentations periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company.
2. 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.
3. The programmes / presentations also familiarizes the Independent Directors with their roles, rights and responsibilities.
4. When a new Independent Director comes on the Board of the Company, a meeting is arranged with the Chairperson, Managing Director, Chief Executive Officer, Chief Financial Officer and other senior management persons to discuss the functioning of the Board and the nature of the operation of the Company's business activities.
5. New Independent Directors are provided with copy of latest Annual Report, the Code of Conduct, the Code of Conduct for Prevention of Insider Trading and Code of Corporate Disclosure Practices, Schedule of upcoming Board and Committee meetings.
6. The Company provides the Directors with the tours of company's facilities from time to time.

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

Disclosure of the Policy

This policy shall be uploaded on the Company's website for public information and a web link for the same shall also be provided in the Annual Report of the Company.

Review of the Program

The Board will review this program and make revisions as may be required.
