

FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS

Objectives- To adopt a structured programme for orientation and training of Independent Directors at the time of their joining so as to enable them to understand the Company-its operations, business, industry and environment in which it functions.

To update the Directors on a continuing basis on any significant changes therein so as to in a position to take well-informed and timely decisions.

Familiarization Programme will be conducted on “need-basis” during the year.

ORIENTATION PROGRAMME UPON INDUCTION OF NEW DIRECTORS:

- A familiarization pack is handed over to the new inductee, which include the Company's Corporate profile, latest Annual Report, code of conduct applicable to Directors/employees of the Company, the code of conduct for prevention of Insider Trading and code of Corporate Disclosure Practices, CSR Policy, Related Party transaction Policy and Whistle Blower Policy.
- In case the inductee is also inducted on the Audit Committee, he/she is also handed the Audit Committee Charter.
- A detailed appointment letter incorporating the role, duties and responsibilities remuneration/sitting fees, insurance cover and other terms and conditions of appointment is issued for his/her acceptance.
- The Company may also circulate news and articles related to the industry from time to time and may provide specific regulatory updates.
- A site visit to the Company's plants is arranged wherein the inductee is introduced to the Plant Heads and various important functional heads. Relevant Business Strategy presentations are also being made, wherever required.
- A brief introduction to the Company and its subsidiaries is also made.

OTHER INITIATIVES TO UPDATE THE DIRECTORS ON CONTINUING BASIS:

- A Board Meeting is held at the Plant location, wherein the Directors are introduced to the Company's product plans and initiatives on safety, quality, CSR, Sustainability etc.
- Meetings with Company Executives are also arranged to better understand the business and operations of the Company.
- The presentations at Board/Committee Meetings include updates on regulatory compliances, Risk Management, Company policies and other relevant issues.

REVIEW /AMENDMENT OF THE PROGRAMME

The Board of Directors will review/amend this programme and make changes as and when it deems necessary.


Chairman's Initials