



### **FAMILIARIZATION PROGRAM FOR INDEPENDENT DIRECTORS**

All the Independent Directors are issued formal letter of appointment through which they are made aware of their role and duties at the time of appointment.

The Company has put in place a program to familiarize its independent Directors about the company's business model, management structure, product portfolio, industry overview, manufacturing operations, internal control systems and processes, forex management, risk management framework, human resource management, CSR activities etc.

Apart from this, presentations are made in to the Board in the Board Meeting covering, but not limited to:-

- a) Industry updates and developments
- b) Company's performance
- c) Budget and its achievements
- d) New business initiatives and plans/projects
- e) Expansion plans
- f) New product launches
- g) Market standing of the products/segments
- h) Product promotion initiatives and participations
- i) Subsidiary's and JV's performance
- j) Various initiatives on the employee front
- k) Changes in the relevant regulatory requirements and our company's compliances
- l) Significant achievements, recognitions and accolade
- m) CSR programmes and activities undertaken

All the information and documents as and when sought by the Independent Directors is promptly provided. All the relevant and important information is placed / presented before the Committees to enable the committee discharge their functions efficiently and effectively.

Details of the Familiarisation Programmes for the FY 2020-21:

Date of the programme	Details of the Program	Duration of the Programme	Details of participation by the Independent Directors
15 <sup>th</sup> September 2020	Update on the provisions related to Companies Act, SEBI Regulations and FEMA.	Two hours	All Independent Directors have participated for the programme.