

## METHODOLOGY OF FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS

### PREAMBLE

Revised Clause 49(II) (B) (7) of the Listing Agreement stipulates as under:-

- a. The Company shall familiarize 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 familiarization programmes shall be disclosed on the Company's website and a web link thereto shall also be given in the Annual Report.

### OBJECTIVE AND DETAILS OF FAMILIARIZATION PROGRAMME

1. The Company will periodically organize familiarization programme for the Independent Directors to appraise them with the business operations of the Company as also to know their roles, rights and responsibilities in the Company to enable them make effective contribution and discharge their functions effectively, as a Board Member.
2. Familiarization Programme for Independent Directors includes:
  - a. Secretarial:

Covering details of the Company, including but not limited to its history, shareholding pattern, the Board structure, the Board Committees and their functions, policies applicable to the Director, their roles, responsibilities, duties, rights as a Director, and compliances of applicable laws.
  - b. Marketing:

Covering details of nature of industry, types of products, brands, position of the Company in the industry, sales and distribution channel, network and business model of the Company, etc.
  - c. Accounts & Finance:

Accounting Policy of the Company, financial details including periodical financial results, risk management, treasury management, applicability of Accounting Standard and its compliances, etc.

d. Technical:

Arranging visit to the plant and explaining about various stages of manufacturing process, production capacity, inventory management, etc.

In addition to the above, in case the Director is interested in meeting any specific department or function or getting any further detail, the same is also to be arranged.

3. Programme and Disclosure:

- a. Familiarization programme will be conducted on “as needed” basis.
- b. This methodology of familiarization programme for Independent Directors will be disclosed on the website of the Company and a web link thereto shall be provided in the Annual Report.