

FAMILIARIZATION & INDUCTION PROGRAM FOR INDEPENDENT DIRECTORS

Preamble:

In compliance with Schedule IV of the Companies Act, 2013 and Regulation 25(7) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company shall suitably familiarize the Independent Directors so as to enable them to understand the following areas:

- Nature of industry in which the Company operates;
- Roles, rights & responsibilities; and
- The business model and Corporate Plans [Long Term and Short Term] of the Company.

Induction & Familiarization Programme Training module for Independent Directors

Objective	The Company follows a structured induction and familiarization programme for the Independent Directors with an objective that the Independent Directors understand and are updated on the business operations and strategic plans of the Company on a continuous basis.
Familiarization Programme for Independent Directors upon induction	Overview of industry and business model of the Company including outline of annual operative plan and annual budgets.
	Organizational overview including vision, structure and key departments.
	Board dynamics and processes including structure of Board and its Committees.
	Corporate Social Responsibility initiatives undertaken by the Company.
	Overview of upcoming Company's expansion and business plans.
	Assessment of the risks associated with the business of the Company and their mitigation plans.
	Familiarization on statutory compliances as a Board Member including their roles, rights and responsibilities.

Details of familiarization programs imparted to the Independent Directors of the Company:

The details of orientation given to the Independent Directors during the financial year 2023-24 are as follows:

- Business and financial performance of the Company and its subsidiaries including industry overview, peer performance and business model of the Company.
- Evaluation of Internal Financial Controls operating in the Company.
- Whistle blower reports/shareholder complaints/ Insider Trading Complaints, if any.
- Corporate Social Responsibility initiatives and progress and impact assessment of various projects.

- Board dynamics and processes including Board structure and Committees.
- Review on existing / revised policies of the Company.
- Long-term Incentive Plans of the Company for the employees.
- Assessment of the risks associated with the business of the Company and their mitigation plans.
- Discussion on budget and long term plans of the Company including update on the digitisation initiatives taken by the Company during the year 2023-24.
- Familiarization on statutory provisions as a Board Member including their roles, rights and responsibilities and amendments thereto from time to time.

Accordingly, the details as required under Regulation 46(2)(i) of the SEBI (LODR) Regulations, 2015 are as under:

Number of familiarization programmes attended by the Independent Directors	No. of hours spent during 2023-24 on Familiarisation	Cumulative hours spent on Familiarisation
20	4 hrs 45 min	36 hrs 45 min
