

## **FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS**

### **PURPOSE AND OBJECTIVE OF THE PROGRAMMES**

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**

- ✓ 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.
- ✓ 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.
- ✓ The programmes/presentations also familiarizes the Independent Directors with their roles, rights and responsibilities.
- ✓ Whenever a new Independent Director will come on the Board of the Company, a meeting with the Chairperson, Managing Director, Chief Financial Officer, to be arranged, to discuss the functioning of the Board and the nature of the operation of the Company's business activities.
- ✓ New independent Directors to be provided with copy of latest Annual Report, the Code of Conduct for Prevention of Insider Trading and Code of Corporate Disclosure Practices, Schedule of upcoming Board and Committee meetings.
- ✓ The Company to provide the Directors with the tours of company's facilities from time to time.
- ✓ A detailed Appointment Letter incorporating the role, duties and responsibilities, remuneration and performance evaluation process, insurance cover, Code of Conduct and obligations on disclosures, is to be issued for the purpose for the acceptance of the Independent Directors.

### **OTHER INITIATIVES TO UPDATE THE DIRECTORS ON A CONTINUING BASIS**

- ✓ Quarterly presentations on operations made to the Board include information on business performance, operations, fund flows, senior management change, major litigations, compliances, donations, regulatory scenario etc.

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- ✓ Quarterly results of the Company are sent to the Directors.
  
- ✓ The programmes/presentations also familiarize the Independent Directors with their roles, rights and responsibilities.
  
- ✓ Whenever Independent Directors desire to meet with any of the Business Heads or Members of Senior Management Team, the same is also facilitated.