

Familiarisation Programme for Independent Director

In accordance with SEBI Listing Regulations, the Company generally follows the following familiarization programme for Independent Directors:

Periodicity	Familiarisation Program / Coverage
Introduction Program (Within 3 months of joining the Board)	<ul style="list-style-type: none">• Nature of industry in which Company operates;• Business model of the Company;• General overview of the Company's business financials;
	<ul style="list-style-type: none">• Roles, rights, responsibilities of IDs;• Company's Board meeting/ related processes;
	<ul style="list-style-type: none">• Introduction to KMPs;• Introduction to other members of the Board of the Company;• Introduction to key officials of the Company;• Introduction to board committees & terms of references.• Plants / site visits.
Annually (within 2 months of close of Financial Year)	<ul style="list-style-type: none">• Business Plan for each Business for next 2 years covering :<ul style="list-style-type: none">- Key challenges / developments- Company's strategy/plans for the business/key functions- Financial targets- Organisation development plan- Process/system improvements.• Overall Company's plan & financials.
Quarterly at Board Meetings (within 45 days of close of Quarter)	<ul style="list-style-type: none">• Overview of financial performance;• Overview of the businesses of the Company/ and its Subsidiaries;• Salient developments/ initiatives taken by the Company;• On-going actions re: corporate governance.• Changes in law/regulations/Accounting Practices.
As needed by IDs	<ul style="list-style-type: none">• Specific Developments/ initiatives;• Plant/ Site visits;• Any other areas so requested by IDs.