

## *Familiarization programmes for Independent Directors*

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- a. The Company sends the following documents/literatures immediately after the appointment of independent directors.
  - i. Schedule IV of Companies Act, 2013 which deals with Code for Independent Directors.
  - ii. Duties of Directors as per Section 166 of the Companies Act, 2013.
  - iii. Code of Business Conduct and Ethics for Board Members and Senior Management.
  - iv. Duties of Directors as per SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.
  - v. Policy on Related Party Transactions.
  - vi. Code of Practices and Procedures for fair disclosure of unpublished price sensitive information & Code of Conduct to regulate, monitor and report trading by its employees and other connected persons.
  - vii. Guidance Note on Undisclosed Price Sensitive Information.
  - viii. Company's product profile, Memorandum and Articles of Association, Annual Reports and Quarterly Financial Results etc.
- b. Acclimatization programme is conducted for newly appointed independent directors to familiarize with the Company and its operations.
- c. Presentations are made on a regular basis about the developments in the Company.
- d. Convenience of Independent Directors are sought for the programmes, being conducted by SCOPE/DPE etc. or any other institution like IPE etc. On receipt of confirmation, they are sponsored for attending the programmes.