

DETAILS OF FAMILIARIZATION PROGRAMMES IMPARTED TO 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 familiarises the Independent Directors with their roles, rights and responsibilities.
- When a new Independent Director comes on the Board of the Company, a meeting is arranged with the Chairperson, Managing Director, Chief Financial Officer to discuss the functioning of the Board and the nature of the operation of the Company's business activities.
- New Independent Directors are provided with copy of latest Annual Report, the Code of Conduct, the Code of Conduct for Prevention of Insider Trading and Information on Corporate Disclosure Practices, Schedule of upcoming Board and Committee meetings.
- The Company provides 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, Code of Conduct and obligations on disclosures, is issued for the acceptance of the Independent Directors.

OTHER INITIATIVES TO UPDATE THE DIRECTORS ON A CONTINUING BASIS

- The Directors get an opportunity to visit Company's plants, where plant heads appraise them of the operational and sustainability aspects of the plants to enable them to have full understanding on the activities of the Company and initiatives taken on safety, quality, CSR, Sustainability etc.
- At various Board meetings during the year, presentations are made to the Board on safety, health and environment and sustainability issue, risk management, company policies, changes in the regulatory environment applicable to the corporate sector and to the industry in which it operates, business excellence with areas of improvement and other relevant issue.
- Quarterly presentations on operations made to the Board include information on business performance, operations, market share, financial parameters, working capital management, fund flows, senior management change, major litigation, compliances, subsidiary information, donations, regulatory scenario etc.
- Quarterly results / press release of the Company are sent to the Directors.

Details of attendance of Independent Directors in Familiarisation Programmes areas follows:

Date of Programme (FY)	Mr. Shyamal Ghosh	Mr. N. Gopalaswami	Mr. Kamlesh Patel	Dr. Sushil Shah	Dr. Manjula Subramaniam
2015-16	06/02/2016 (One Hour)	06/02/2016 (One Hour)	06/02/2016 (One Hour)	06/02/2016 (One Hour)	NA
No. of Hours attended (Cumulative)	1 Hour	1 Hour	1 Hour	1 Hour	NA
2016-17	30/01/2017 (30 Minutes)	30/01/2017 (30 Minutes)	Not Attended	30/01/2017 (30 Minutes)	NA
No. of Hours attended (Cumulative)	1 Hour 30 Minutes	1 Hour 30 Minutes	1 Hour	1 Hour 30 Minutes	NA
2017-18	06/02/2018 (One Hour)	06/02/2018 (One Hour)	06/02/2018 (One Hour)	06/02/2018 (One Hour)	NA
No. of Hours attended (Cumulative)	2 Hour 30 Minutes	2 Hour 30 Minutes	2 Hour	2 Hour 30 Minutes	NA
2018-19	16/05/2018 (30 Minutes)	16/05/2018 (30 Minutes)	Not Attended	16/05/2018 (30 Minutes)	NA
No. of Hours attended (Cumulative)	3 Hour	3 Hour	2 Hour	3 Hour	NA
2018-19	24/01/2019 (30 Minutes)	24/01/2019 (30 Minutes)	24/01/2019 (30 Minutes)	24/01/2019 (30 Minutes)	NA
No. of Hours attended (Cumulative)	3 Hour 30 Minutes	3 Hour 30 Minutes	2 Hour 30 Minutes	3 Hour 30 Minutes	NA
2019-20	17/05/2019 (45 Minutes)	17/05/2019 (45 Minutes)	17/05/2019 (45 Minutes)	Not Attended	17/05/2019 (45 Minutes)
No. of Hours attended (Cumulative)	4 Hour 15 Minute	4 Hour 15 Minute	3 Hour 15 Minute	3 Hour 30 Minutes	45 Minutes
2020-21	06/02/2021 (30 Minutes)	06/02/2021 (30 Minutes)	06/02/2021 (30 Minutes)	NA	06/02/2021 (30 Minutes)
No. of Hours attended (Cumulative)	4 Hour 45 Minute	4 Hour 45 Minute	3 Hour 45 Minute	NA	1 Hour 15 Minute
2021-22	11/06/2021 (30 Minutes)	11/06/2021 (30 Minutes)	11/06/2021 (30 Minutes)	NA	11/06/2021 (30 Minutes)
No. of Hours attended (Cumulative)	5 Hour 15 Minute	5 Hour 15 Minute	4 Hour 15 Minute	NA	1 Hour 45 Minute
2022-2023	04/08/2022 (30 Minutes)	04/08/2022 (30 Minutes)	04/08/2022 (30 Minutes)	NA	NA
No. of Hours attended (Cumulative)	5 Hour 45 Minute	5 Hour 45 Minute	4 Hour 45 Minute	NA	NA

2023-2024	22/05/2023 (25 Minutes)	22/05/2023 (25 Minutes)	22/05/2023 (25 Minutes)	NA	NA
No. of Hours attended (Cumulative)	6 Hour 10 Minute	6 Hour 10 Minute	6 Hour 10 Minute	NA	NA