

## FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS

[Pursuant to Regulation 25(7) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015]

(Amended and approved by the Board of Directors on November 30, 2022 by Circulation)

### PREAMBLE

In accordance with the requirements of Regulation 25 (7) of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Schedule IV of the Companies Act, 2013, the Company shall familiarize the Independent Directors with the Company, their roles, rights, responsibility in the Company, nature of the industry in which the Company operates, business model of the Company etc. through various programmes.

### ADMINISTRATION

The Familiarization Programme for Independent Directors which also extends to other Non-Executive Directors will be administered and monitored by Nomination and Remuneration Committee.

### OBJECTIVES

- To adopt a structured programme for orientation and training of Independent Directors at the time of their joining so as to enable them to understand the Company – its operations, business, industry and environment in which it functions.
- To update the Directors on a continuing basis on any significant changes therein so as to be in a position to take well-informed and timely decisions.

### OVERVIEW OF THE FAMILIARISATION PROGRAMME

1. As and when a new director is appointed, as part of the process of induction, the Company has the practice of familiarising the new director via programmes/ presentations on various aspects of the Company, including the following:
  - a) Company's Code of Conduct for directors
  - b) Company's Insider Trading Code
  - c) Latest Investor Presentation
  - d) Existing composition of Board and Committees
  - e) Members of Senior Management Team

2. When a new Independent Director comes on the Board of the Company, a meeting is arranged with the Managing Director, Chief Financial Officer and members of the Senior Management to discuss the functioning of the Board and the Company's business activities. The Independent Directors are also familiarized with their roles, rights and responsibilities;
3. Such programmes / presentations will provide an opportunity to the Independent Directors to interact with the senior leadership team 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;
4. The Company may also circulate news and articles related to the industry from time to time and may provide specific regulatory updates.
5. The above programmes will be conducted for new and continuing Independent Directors of the Company.

## DISCLOSURE

This policy shall be uploaded on the website of the Company for public information and a web link thereto shall also be provided in the Annual Report of the Company.

## REVIEW OF THE PROGRAMME

The Board of Directors will review this Programme and make revisions as may be required from time to time.

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