FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS

1. Preamble

Purpose and objectives

In view of the provisions of Schedule IV to the Companies Act, 2013 read with the provisions of Regulation 25(7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, every listed company is required to familiarize its Independent Directors through various programmes about the listed entity and place the details of the same on its website. These programmes shall including the following:

a) nature of the industry in which the listed entity operates;
b) business model of the listed entity;
c) roles, rights, responsibilities of independent directors; and
d) any other relevant information.

These Familiarization Programmes are aimed to familiarize the independent directors with the Company, their roles / responsibilities in the Company, nature of industry in which the Company operates and business model of the Company by imparting suitable training sessions. These programmes enable the Independent Directors to understand the Company's business in depth and facilitate their active participation in managing the Company.

The Policy provides the basic 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 affairs of the Company.

2. Initiatives for Induction on joining the Board of the Company

A New Director will be welcomed to the Board of the Company by sharing the following documents of the Company for his / her references:

- Formal letter of appointment as Director of the Company.
- Memorandum and Articles of Association of the Company.
- Annual Reports of last three consecutive years.
- Criteria of Independence applicable to Independent Directors as per Regulation 16 of the SEBI (LODR) Regulations, 2015 and Section 149 of the Companies Act, 2013.
- Code of Conduct for Board of Directors and Senior Management.
- Code of Code of Conduct for Prohibition of Insider Trading.
- Note on Directors' roles, functions, duties, responsibilities and liabilities under the Companies Act, 2013 and SEBI (LODR) Regulations, 2015.
- Policy Handbook of the Company comprising of policies on various business aspects and practices.
- Organizational Chart of the Company and the profile of all the Directors and the Senior Managerial Personnel of the Company.
- List of Contact details of the Directors, Senior Managerial Personnel and their personal / executive assistants.
- Publicity material of the Company that explains the range of products, services and solutions offered by the Company to its clients.
- Board evaluation process and procedures.

3. Familiarization and Continuing Education Process

- The Company through its Executive Director / Key Managerial Personnel will conduct 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 familiarise the Independent Directors with their roles, rights and responsibilities.

- When a new Independent Director comes on the Board of the Company, a meeting will be arranged with the Whole-time Director, Chief Financial Officer to discuss the functioning of the Board and the nature of the operation of the Company's business activities.

- Apart from Independent Directors, Non-Executive Directors are also eligible to attend the familiarization programmes.

4. Other Initiatives to Update the Directors on a Continuing Basis

- The Directors will get an opportunity to visit Company's plants, where plant heads apprise them of the operational aspects of the plants to enable them to have full understanding on the activities of the Company and initiatives taken on safety, quality, CSR etc.

- At various Board meetings during the year, presentations to be made to the Board on safety, health and environment issue(s), risk management, CSR activities, Company policies, changes in the regulatory environment applicable to the corporate sector and to the industry in which the Company operates, business excellence with areas of improvement and other relevant issue.

- Quarterly presentations on operations to be 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 provided to the Directors.

5. Disclosure

The details of such familiarisation programme shall be disclosed on the Company's website and a weblink thereto shall be given in the Annual Report.

In terms of above, the Company conducts the following familiarization programs:

Orientation Program for Independent Directors on the business of the Company, the Companies Act, 2013 and SEBI LODR Regulations, 2015 etc. Capacity Building of Non-Official Directors sensitizing them about roles and responsibilities of Audit Committee, Related Party Transactions, provisions of the Companies Act, 2013 and SEBI LODR Regulations, 2015.

Update on Company's business / operations /financial performance and strategic initiatives/plans of the Company.

The details of familiarization programmes imparted to Independent Directors as required under Regulation 46(2) of the SEBI Listing Regulations is given hereunder:

S. No.	**Name of Independent Directors**	**No. of Programmes**	**No. of hours spent**
1.	Mr. Kartik Singhal	3	9
2.	Ms. Aradhika Chopra	3	9
3.	Dr. Tarana Husain Khan	3	9

Date: 30.09.2026