



FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS

[In terms of the SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015]

PREAMBLE

The enactment of the Companies Act, 2013 and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and their respective amendments thereto, has brought to the fore a number of provisions which will help the Directors and the Companies to ensure better Corporate Governance. As per Regulation 25(7) of the SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015, (“the Listing Regulations”) in order to increase the Board’s effectiveness, the Company shall familiarize the Independent Directors through various programmes about the Company, including nature of the Industry in which the Company operates Business model of the Company, their roles, rights and responsibilities and other relevant information.

OVERVIEW OF THE FAMILIARIZATION PROGRAMME

1. The familiarization programme for the Independent Directors of the Company is designed to help them to gain a deep understanding of the Company, its stakeholders, senior management, operations, policies, industry perspective and issues.
2. The Board including all Independent Directors are provided with relevant documents, reports and internal policies to enable them to familiarize with the Company's procedures and practices from time to time.
3. The Company also provides an opportunity to the Independent Directors to interact with the senior leadership team of the Company and periodic presentations are made at the Board and its Committee Meetings to help Independent Directors understand the Company's strategy, business model, operations, service and product offerings, markets, organizational structure, facilities and risk management and such other areas.
4. Independent Directors are promptly apprised on relevant amendments/changes in the applicable statutes to enable them to ensure compliances thereof.
5. The Company organized visits to the plants for the Directors to facilitate them to understand the operations of the Company in detail.
6. Each Director of the Company has complete access to any information relating to the Company. They are given all the documents sought by them for enabling a good understanding of the Company, its various operations and the industry segments of which it is a part.
7. The Company also seeks to update the Directors on a continuing basis on any significant changes so as to place them in a position to take well informed and timely decisions.

In accordance with the provisions of SEBI Listing Regulations, following are the details of the Familiarization programmes conducted for the Independent Directors:

Sl. No.	Name of the Independent Director(s)	Particulars of Programme during FY 2020-2021	No. of Programmes Attended		No. of Hours Spent	
			2020-2021	Cumulative till date	2020-2021	Cumulative till date
1.	Mr. Sahiel Khurana	1. Updates on significant developments in the Company and performance of the Company	5	18	12 hours	43 hours
2.	Mr. Pankaj Dawar*	2. Updates on Statutory Compliances and intimation of Amendments thereof	3	15	8 hours	35 hours
3.	Mr. Yogesh Mahajan*	3. Visit to manufacturing Facility at Kundli Plant 4. Updates on Operations, Industry position, strategies, competitiveness and financial performance of the Company	3	12	8 hours	28 hours
4.	Mr. Anupam Gupta#	5. Updates regarding Budgets, working capital management and fund flows	2	2	4 hours	4 hours
5.	Mr. Rajesh Mohan Rai#		2	2	4 hours	4 hours

*Mr. Pankaj Dawar and Mr. Yogesh Mahajan resigned from Board of Directors with effect from 12th February, 2021.

#Mr. Anupam Gupta and Mr. Rajesh Mohan Rai were appointed as Independent Director with effect from 12th February, 2021.

REVIEW

The familiarization program for the Independent Directors will be reviewed from time to time and revised as required.