

## **FAMILIARIZATION PROCESS FOR INDEPENDENT DIRECTORS**

### **Background:**

Pursuant to the requirements of Regulations 25 and 46 of the SEBI (Listing Obligations and Disclosure Requirements) Regulation, 2015 (the “Listing Regulations”), the Company shall familiarize the Independent Directors with the Company, their roles, rights, responsibilities in the Company, nature of the industry in which the Company operates, business model of the Company, etc., through various programmes.

### **Purpose:**

The familiarization programmes conducted for Independent Directors from time to time, would aim to provide and include understanding about the Company’s business and its operations, business strategies, management structure, risk management framework, changes in regulatory environment in which the Company operates, among other things.

This would enable Independent Directors to contribute and actively participate to the discussions and decisions at the Board Meetings and discharge their duties and functions as prescribed under the Companies Act 2013 and Listing Regulations.

### **Details of Familiarization Programme:**

The Company from time to time updates the Board members about their roles and responsibilities in the following manner:

- Prior to joining the Board, an Independent Director is provided with an induction programme and detailed document to enable the director to familiarize himself / herself with the business and operations of the Company which include the Company’s Corporate Profile, its Mission, Vision and Values Statement, Organizational structure, the Company’s history, products offered and milestones and latest Annual Report.
- At the time of joining, an appointment letter is issued to the Independent Directors, which broadly outlines their statutory duties, roles, responsibilities as an Independent Director. The Independent Directors are also informed of the important policies of the Company, Code of Conduct for Directors and senior management personnel, code of conduct for prevention of insider trading and obligations on disclosures.
- At the Board Meetings various presentations are done by the Managing Director, Chief Financial Officer and various Functional Heads of Factory, Marketing, Finance, Information Technology (IT) etc., to update the Directors about the business of the Company, Business Strategy, future

developments and to update them about the environment in which the Company is operating. They are provided a platform to interact with multiple levels of management and are provided with all the documents required and/or sought by them to have a good understanding of Company's profile, its operations, business model and the industry of which it is a part.

- The Company also arranges visits for Directors to the manufacturing facilities of the Company, as and when required, to enable them to understand the manufacturing and operations processes at such facilities.
- The Company also regularly updates its Directors with the changes in the Regulatory environment and important amendments of the Companies Act, 2013 and the Listing Regulations at regular intervals to enable the Directors aware of the changes in laws on a timely basis.

The Company also sends communication to the Independent Directors of any major news and events related to the Industry of which the Company is a part. The Familiarization programmes are being organized by the Company with pre-intimation to all the Independent Directors to enable them to attend the same at their convenience. During the financial year 2024-25, the Company conducted familiarization programmes/meetings covering topics such as the Role of Independent Directors, the Company's Business Model, reviews of business and financial updates, amendments to the Companies Act, 2013 and SEBI Regulations and their impact on the Company, as well as discussions on strategic alternatives and the progress of ongoing strategic initiatives.

#### **Details of familiarization programmes imparted to Directors**

Sr. No.	Name of Independent Director	No. of programmes attended by the Independent Directors		No. of hours spent by the Independent Directors in such programmes		Other Relevant Details
		During the year (24-25)	Cumulative till date	During the year (24-25)	Cumulative till date	
1	Bhagwat Singh Babel	3	5	4.50	9.50	-
2	Vipul Sabharwal	3	5	4.50	6.50	-
3	Ramesh Chandak	3	5	4.50	9.50	-
4	Jyoti Davar	3	5	4.50	6.50	-