

## **Independent Directors' Familiarization Programme**

### **PREAMBLE**

Regulation 25 (7) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 stipulates that the company shall familiarise the independent directors through various programs about their roles, rights and responsibilities in the company, nature of the industry in which the company operates, business model of the company, etc.

### **OUTLINE OF THE FAMILIARISATION PROCESS**

Independent Directors of the Company are made aware of their role, rights & responsibilities at the time of their appointment, through a formal letter of appointment, which also stipulates various terms and conditions of their engagement.

The Board including all Independent Directors are being provided with relevant documents, reports and internal policies to enable them to familiarise with the Company's procedures and practices from time to time.

Periodic presentations are made at the Board and Board Committee Meetings, on business and performance updates of the Company, business strategy and risks involved.

Updates on relevant statutory changes concerning the Company are informed to the entire Board on regular intervals.

Besides presentation at the Board meetings as stated above, familiarization programmes imparted to independent directors are as under:

### **DETAILS OF FAMILIARISATION PROGRAM**

Date of Program	Names of Independent Directors who attended the Program	No. of Hours	Areas Covered
December 28, 2021	1. Mr. Vijay Kumar Sharma 2. Mr. Nitin Bidikar 3. Ms. Ruchita Aggarwal 4. Ms. Charu Singh 5. Dr. Srikant Tamhane	2 hours	<ul style="list-style-type: none"><li>• Business Strategy</li><li>• Marketing Strategy</li><li>• Product Planning Strategy</li><li>• Financial Review</li><li>• Roles &amp; Responsibilities of Independent Directors</li></ul>
February 7 & 8, 2024	1. Mr. Vijay Kumar Sharma	6 hours	<ul style="list-style-type: none"><li>• Factory visit</li><li>• Financial Review</li><li>• Marketing Strategy and Product Planning</li></ul>

March 28, 2026	1. Mr. Vijay Kumar Sharma 2. Ms. Charu Singh 3. Ms. Ruchita Agarwal 4. Mr. Kuldip Kumar Bhasin	1 hour	<ul style="list-style-type: none"><li>•Key amendments in companies Act, 2013 and SEBI LODR Regulations during FY25-26.</li><li>•Terms &amp; conditions for appointment of Independent Directors</li><li>•Code of Conduct for Independent directors</li></ul>
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