

## <u>DETAILS OF FAMILIARIZATION PROGRAMMES IMPARTED TO INDEPENDENT DIRECTORS</u> (Pursuant to SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015)

The Company has a familiarization programme for independent directors (copy available on the Company's website). The objective of the familiarization programme is to provide orientation and training to 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 and the regulatory environment applicable to it. It also aims to update the Independent Directors on a continuing basis on any significant changes in any of the above, to enable them to be in a position to take well informed and timely decisions.

The Company arranges Board Strategy discussions every year at an off-site location where Business and Function Heads present their plans and priorities to the Board. This enables the Directors to gain insight on the operations of the Company and initiatives taken on safety, quality, environment issues, CSR, Sustainability, etc. While the Company was unable to conduct its strategy discussions / visits to an off-site location during the year due to the outbreak of Covid-19, insights and updates on, *inter alia*, the business model, industry scenario, competitive position, strategic priorities of the Company were provided to the Board through various presentations and virtual meetings.

During the financial year 2020-21, the following familiarization programmes were conducted for the Independent Directors:

Sr. No.	Subject matter of the Programmes	No. of programmes attended by Independent Directors	No. of hours spent by Independent Directors
1.	Strategy Board Meeting	1	3 hours
2.	Presentation on Safety, Environment, Health and Sustainability update and industry best practices in safety	2	1.5 hours
3.	Assessment of internal audit effectiveness	1	0.5 hour
4.	Presentation on CSR Initiatives undertaken by the Company	2	2 hours
5.	Presentation on tax matters and pending litigation updates	2	1 hour
6.	Talent pipeline, development plan and Succession Planning	1	1 hour
7.	Familiarization session conducted for a select independent directors on Risk Management process of the Company as well as the Capital Expenditure process	2	2 hours



Sr. No.	Subject matter of the Programmes	No. of programmes attended by Independent Directors	No. of hours spent by Independent Directors
8.	Presentation on the competitive position, markets share, customer engagement initiatives including use of digital tools	1	1 hour
9.	Presentation on the stock price, market cap movement of the Company in comparison with industry peers & indices, analysts views, etc.	2	1 hour
10.	Presentation on Regulatory Updates	2	0.5 hour
11.	Presentation on Assessment of Related Party Transactions	1	0.5 hour
TOTAL			14 hours

A visit of an independent director to the R&D centre in Bangalore is arranged from time to time to review various initiatives being undertaken by the team

## **Summary of Familiarization programme of Independent Directors:**

Total no. of hours spent on familiarization	Approximately 14 hours			
programme in the financial year 2020-21				
Cumulative hours spent on familiarization till date	Approximately 89 hours			
(from April 1, 2018)				