



FAMILIARISATION PROGRAMMES FOR INDEPENDENT DIRECTORS.

The Familiarisation programme aims to provide various information relating to Company, business model of the Company to enable the Independent Directors to understand its business in depth and contribute significantly to the Company. It is designed to help the independent Directors to gain a deep understanding of the Company, its stakeholders, senior management, operations, policies, industry perspective and issues.

Familiarisation process:

1. The Independent Directors are familiarized with their roles, rights and responsibilities.
2. Providing the information relating to the Company, its divisions, industry segment and business model of the Company etc.
3. Providing updated information relating to the financial performance and annual budget.
4. Informal meetings with the Directors are conducted to discuss issues based on their background and experience.
5. The Directors get an opportunity to visit Company's plants, where plant heads appraise them of the operational and sustainability aspects of the plants to enable them to have full understanding on the activities of the Company and initiatives taken on safety and quality
6. Once in a year at the Board Meeting, presentations are made to the Directors on the Company's Annual Operating Plan.
7. Periodic presentations are made at the Board and Committees meetings on Ethics and Sustainability issues, Risk Management, Company policies, changes in the regulatory environment applicable to the corporate sector and to the Industry in which the Company operates and other relevant issues.
8. Quarterly presentations made to the Board include information on business performance, operations, market share, financial statements, working capital management, funds flow, senior management changes, major litigation, compliances, etc.

Summary of familiarisation programmes imparted to Independent Directors:

Financial Year	Total number of hours spent by Independent Directors
2015-16*	4.5
2016-17	3.2
2017-18	2.5
2018-19	3
2019-20	4
2020-21	3.5
2021-22	5.5
Total	26.2

* With effect from 1st December, 2015

Programme updated on 20th May, 2022.