



CIN: L25111MH1988PLC285197

## **FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS**

### **Preamble**

In accordance with the Regulation 25(7) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Schedule IV of the Companies Act, 2013, the Company have to 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 programs.

### **Purpose and Objective**

The program aims to provide insights into the Company to enable the Independent Directors to understand its business in depth and contribute significantly to the Company.

### **Overview of the Familiarization Programme**

The familiarization program for the Independent Directors of the Company is designed to help the Independent Directors to gain a deep understanding of the Company, its stakeholders, senior management/leadership team, operations, policies, industry perspective and issues. Details of various familiarization programs for the Independent Directors are highlighted below:

#### **1. Delivery Center exposure:**

The Company hosts visits of the Independent Directors to the manufacturing factory of the Company etc at the location to give exposure of understanding the process involved in production of products made by the Company.

#### **2. Ongoing programmes:**

The Company, on a regular basis, makes detailed presentations to the entire Board including Independent Directors on the Company's operations and business plans, the nature of industries in which the Company operates and the model of its respective businesses. Such presentations are made by the senior management/leadership team/Creative Head so that the Independent Directors can have direct interaction with them.

#### **3. Customer experience:**

The Company hosts yearly customer summits. These customer summits are designed to encourage brainstorming and interaction among leadership team from the Company. Independent Directors are invited and hosted in one of such major customer event.



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4. Exposure to senior management team:

The Company hosts an annual offsite of business leaders from the Company for its annual kick-off. The event offers a platform for the globally dispersed leadership teams of the Company to connect, engage and interact with each other. At least once, Independent Directors will be given exposure through this event.

5. The Independent Directors of the Company are made aware of their role, responsibilities and liabilities at the time of their appointment / reappointment through a formal letter of appointment, which also stipulates various terms and conditions of their engagement apart from clarifying their roles and responsibilities.

**Review**

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