

POLICY ON FAMILIARIZATION PROGRAMS FOR INDEPENDENT DIRECTORS

1. Background.....	1
2. Definitions.....	1
3. Familiarization Process.....	2
4. Program and Disclosure.....	2
5. Conflict in Policy	2
6. Amendment.....	2
7. Version History.....	3

1. BACKGROUND

The Companies Act, 2013 read with Regulation 25(7) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 places increased responsibilities on Independent Directors of the Company. To enable the Independent Directors to fulfil their responsibilities efficiently and effectively, this Policy on familiarization program has been formulated by the Company to assist them understand details about the Company, their roles, rights, responsibilities in the Company, nature of the industry in which the Company operates, business model of the Company etc.

2. DEFINITIONS

“**Applicable Laws**” shall mean the SEBI Listing Regulations, Companies Act, 2013 and rules made thereunder, each as amended from time to time, together with the circulars issued thereunder and such other laws and statutes as may be applicable to the Company from time to time.

“**Board**” shall mean the board of directors of the Company.

“**Companies Act**” shall mean the Companies Act, 2013, read with the rules thereunder, as amended from time to time.

“**Independent Director**” shall mean the independent director appointed by the Company in accordance with the Companies Act and SEBI Listing Regulations.

“**Policy**” shall mean this Policy on familiarization program for independent directors, as amended from time to time.

“**Program**” means a familiarization program formulated by the Company.

“**SEBI Listing Regulations**” shall mean the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended from time to time.

3. FAMILIARIZATION PROCESS

- (a) The Company conducts orientation programs/ presentations/ training sessions, periodically at regular intervals, to familiarize the Independent Directors with the industry, strategy, operations and functions of the Company.
- (b) Such orientation programs/ presentations/ training sessions provide an opportunity to the Independent Directors to interact with the senior leadership team of the Company and help them understand the Company's strategy, business model, group structure, operations, service and product offerings, markets, organization structure, finance, human resources, technology, quality, facilities, risk management strategy, governance policies, designated channels for flow of information and such other areas as deemed necessary.
- (c) The Programs/ Presentations also familiarize the Independent Directors with their roles, rights and responsibilities.

The Company may include such other details and information, as required, during the introductory familiarization Program/ presentation, when a new Independent Director comes on the Board.

4. PROGRAM AND DISCLOSURE

The Program essentially has two broad components – technical and behavioral. The technical component shall provide the Independent Directors with insight into the Company's business, strategies, industry dynamics and its growth plans and prepare them for an active role in the Company. The behavioral component shall empower the participants to understand board procedures and help them to be effective in board activities. The Program also aims to offer a conceptual framework based upon current expectations which require the Independent Directors to adhere to a code and standard of ethics and integrity for fulfillment of their responsibilities in a professional and faithful manner to promote confidence of the investment community, particularly minority shareholders, regulatory authorities and the stakeholders at large.

The Company will conduct the Program "as needed" basis during the year and will disclose the requisite details on the website of the Company and a web link thereto shall also be given in the annual report of the Company.

5. CONFLICT IN POLICY

In the event of any conflict between this Policy and the provisions contained in Applicable Laws and/or any other laws, the latter shall prevail.

6. AMENDMENT

Any change in the Policy shall be approved by the Board. The Board shall have the right to withdraw and/or amend any part of this Policy or the entire Policy, at any time, as it deems fit, or from time to time, and the decision of the Board in this respect shall be final and binding. Any subsequent amendment/modification in the Companies Act or the SEBI Listing Regulations and/or any other laws

in the regard shall automatically apply to this Policy and the Company Secretary & Compliance Officer and the Chief Financial Officer are severally authorized to give effect to such amendment/modification in this Policy.

7. VERSION HISTORY

Version	Effective Date	Author	Approver / Reviewer
1.0	November 24, 2021	Neera Chandak - Company Secretary & Compliance Officer	Board of Directors at its meeting held on November 24, 2021
2.0	November 12, 2024	Neera Chandak - Company Secretary & Compliance Officer	Board of Directors at its meeting held on November 12, 2024