

Familiarisation Programme for Independent Directors:

At the time of appointing a Director, a formal letter of appointment is given to Independent Directors (IDs), which inter alia explains the role, function, duties and responsibilities expected of him as a Director of the Company.

For providing insights into the Company's operations, the Company periodically familiarize its Independent Directors through presentation, briefing, Meetings, etc.

Process for Familiarisation Programme:

- The Company through its Executive Directors / Departmental Heads make presentations about performance of the various Divisions to the Board to familiarize the Independent Directors with the strategy, operations and functions of the Company;
- Such presentations provide an opportunity to the Independent Directors to interact with the senior leadership team of the Company and help them to understand the Company's strategy, business model, operations, service and product offerings, markets, organization structure, finance, human resources, technology, quality, facilities and risk management and such other areas as may arise from time to time. Apart from this, they also have independent interactions with the Statutory Auditors, the Internal Auditors and external advisors appointed from time to time.
- Independent Directors have the freedom to interact with the Company's management. Further, they also meet without the presence of any management personnel and their meetings are conducted to enable the Independent Directors to discuss matters pertaining to the Company's affairs and put forth their combined views to the Board of Directors of the Company.