

FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS

(Approved by the Board of Directors of the Company at its Meeting held on 14th November, 2015)

1. PURPOSE AND OBJECTIVE OF THE PROGRAMMES

- To adopt a structured programme for orientation and training of Independent directors at the time of their joining so as to enable them to understand the company, its operation, business, industry and environment in which it functions and the regulatory environment applicable to it.
- To enable the Independent Directors to understand the Company's business in depth that would facilitate their active participation in managing the Company.

2. FAMILIARIZATION AND EDUCATION PROCESS:

- Company through Executive Directors/Senior Managerial Personnel conduct periodical orientation program to familiarize Independent Directors with operation, functions and strategy.
- Such programs provide opportunity to the Independent Directors to interact with Senior Leaders of Company & facilitate them to understand company's model, strategy, service, product offerings, finance, human resource, technology, risk management and such areas as may arise from time to time.
- Independent Directors get familiarized with roles, rights & responsibilities with such presentations / programs.
- Company may circulate news and articles related to industry on regular & may provide regulatory updates from time to time.
- The Company may conduct an introductory familiarization program / presentation, when a new Independent Director comes on the Board of the Company.

3. OTHER INITIATIVES

- 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, quality, CSR, Sustainability etc.
- Quarterly presentations on operations made to the Board include information on business performance, operations, market share, financial parameters, working capital management, fund flows, senior management change, major litigation,

compliances, subsidiary information, donations, regulatory scenario etc.

- Meetings with Company Executives are also arranged to better understand the business and operations of the Company.
- The Company holds a Meeting at any of the Company's Plant Sites/Off-site or Innovation Centre. At the Meeting, presentations are made to the Directors on the Company's long term Vision and Strategy. Business Heads of the Company are present and show their plans and priorities to the Board. This enables the Directors to get a deeper insight in the operations of the Company and its Subsidiaries.
- At various Board Meetings during the year, presentations are made to the Board, 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 with areas of improvement and other relevant issues.
- Reports on the Company including Analyst Reports of the Company are sent to the Directors.
- The Directors are updated about the statutory amendments from time to time.

4. DISCLOSURE POLICY:

This Policy shall be uploaded on the Company's website for public information and a web link for the same shall also be provided in the Company's Annual Report.

5. REVIEW:

The Board will make timely revisions after its review when required.